

State of North Dakota



Module 4 – Accounts Payable

PeopleSoft Financials 9.0

Introduction

The PeopleSoft Financials Training Guide was produced by using the User Productivity Kit (UPK) / On Demand Training application. The Training Guide is comprised of 3 levels:

- Module – PeopleSoft component
- Lesson – Description level
- Topic - Procedure

All levels are identified with the prefix “ST” for STATE.

PeopleSoft Financial Modules Training Guides are available on the Office of Management & Budget website: www.nd.gov/fiscal/accounting/manuals.

The PeopleSoft Financials Module Online Tutorials and Job Aids are available by clicking on the Help menu in PeopleSoft Financials.



Notice to Users:

- All Training Guide content was recorded in the PeopleSoft Test environment (NDFT). The NDFT logo will appear on the screen shots in this document; however, this will not be seen in the Production environment.
- The PeopleSoft Tools upgrade was implemented in October 2010. This change does not affect the actual material represented in the Training Guides/Job Aids; however, the main menu screens in the training material may look different than the actual PeopleSoft Production environment.



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ST Module 4 - Accounts Payable

Accounts Payable Module

The Accounts Payable Module has the ability to create, approve and pay vouchers to vendors by using workflow. These vouchers are identified as Regular Entry or InterDepartmental (IDB) vouchers.

To view or print the Accounts Payable Training Guide, click on OMB's training webpage:
(<http://www.nd.gov/fiscal/accounting/manuals>)

ST Lesson 4.1 - Accounts Payable Vouchers

Accounts Payable Vouchers

Regular vouchers are created and paid directly to the vendor; upon completion, they create expenditures. This differs from PO vouchers that are for the payment of purchase orders, generated by the state's procurement process. Since direct vouchers do not flow through the procurement process, their uses are limited to areas where the state has specific statutory authority to pay vendors directly.

ST 4.1.1 - Entering Regular Vouchers

Entering Regular Vouchers

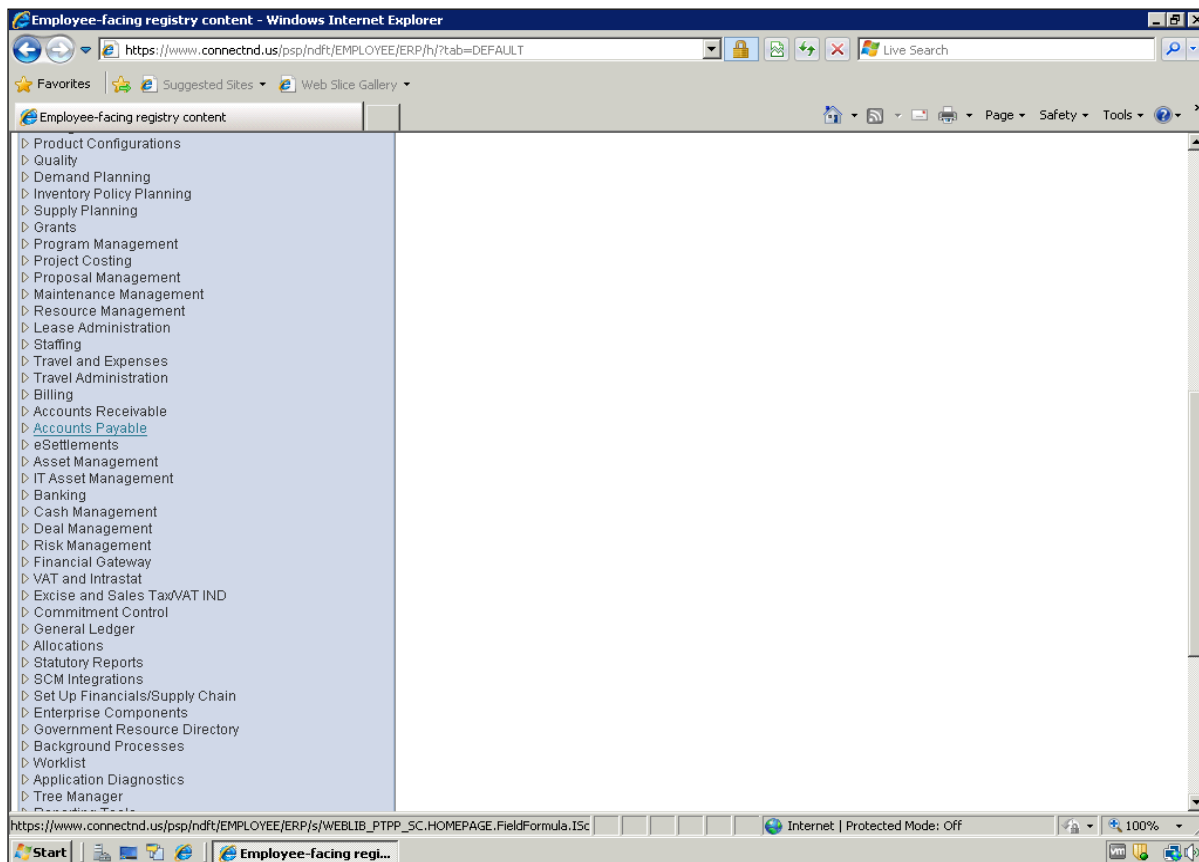
Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

A voucher consists of a Header, Invoice Lines and Distribution Lines. At a minimum, a voucher must have one of each to be valid. In addition, the sum of the distribution lines must balance to the invoice line, and the voucher lines must balance to the voucher header. As information is added to a voucher, items may have been incorrectly added which prevent the voucher from balancing. If this occurs, the system has been configured to allow the voucher to be saved in a recycled state. This will allow you to save your work; however, no additional processing may be completed with a recycled voucher until the out-of-balance condition is corrected.

Vouchers move through a lifecycle whereby they are first entered, paid, and finally posted.

Procedure

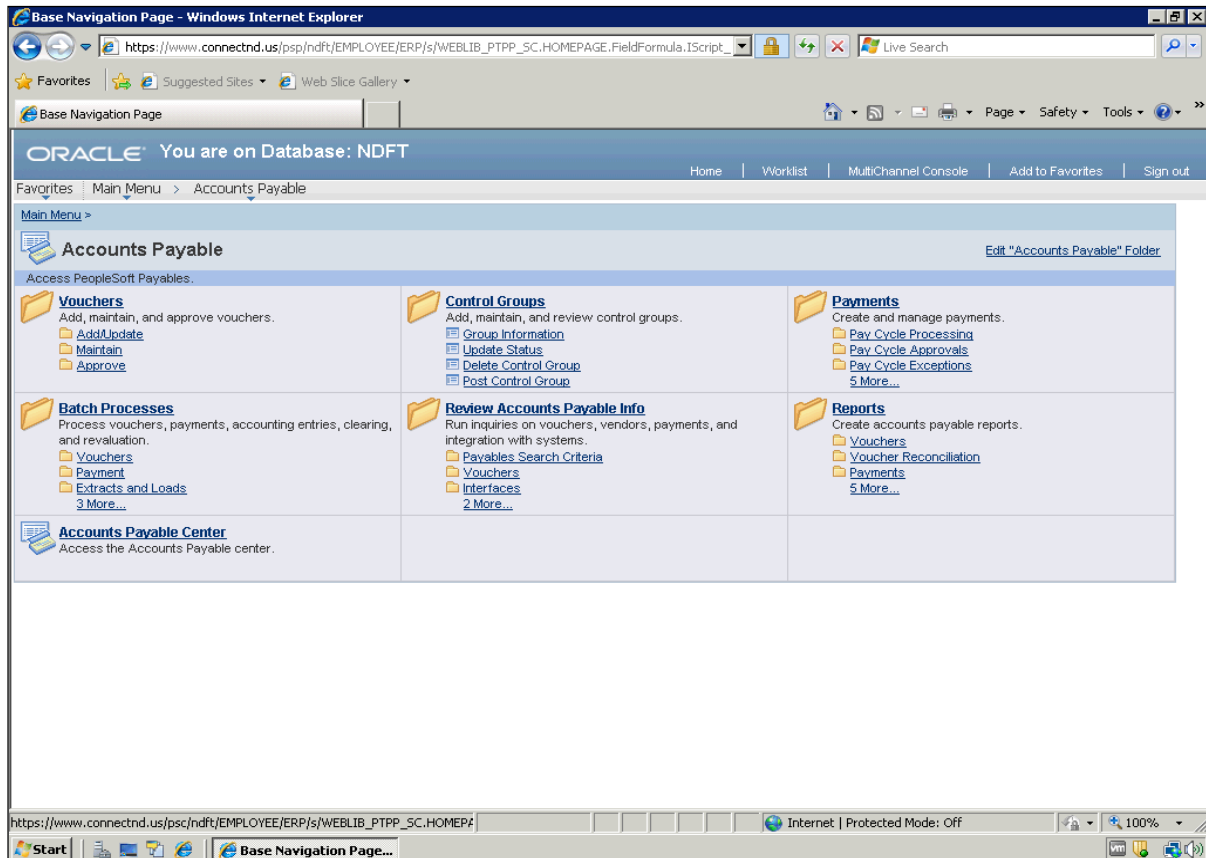
This topic shows how to Enter Regular Vouchers.





Training Guide Module 4 – Accounts Payable

Step	Action
1.	Click the Accounts Payable link. Accounts Payable



Step	Action
2.	Click the Vouchers link. Vouchers
3.	Click the Add/Update link. Add/Update
4.	Click the Regular Entry link. Regular Entry
5.	Voucher ID and Voucher Style will default to NEXT.

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS...

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

Voucher

Find an Existing Value | Add a New Value

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID: 0

Vendor Location:

Address Sequence Number: 0

Invoice Number:



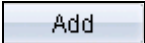
Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value | Add a New Value

Step	Action
6.	Enter the desired information into the Vendor ID field. Enter " 0000072173 ".
7.	<p>Note: If you do not know the Vendor ID, type the partial vendor name in the Short Vendor Name field and click the Look Up.</p> <p>Enter the desired information into the Short Vendor Name field. Enter "DAKOTA".</p>
8.	Click the Look up Short Vendor Name (Alt+5) button. 
9.	Click the DAKOTA APPLIANCE INC link. 
10.	Enter the desired information into the Invoice Number field. Enter " DAK-07652 ".
11.	Enter the desired information into the Invoice Date field. Enter " 10/15/2010 ".
12.	Enter the desired information into the Gross Invoice Amount field. Enter " 150.00 ".
13.	Click the Add button. 



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

Regular Entry

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						150.00

Ship To: 110002 SpeedChart

☐ Use One Asset ID

Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets

	Copy Down	Amount	Quantity	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project
1		150.00		11000								


Business Unit: 11000

Voucher ID: NEXT

Balancing

Invoice Lines	0.000
Misc Charge Amount	
Freight Amount	
(minus) Total	150.00

Start | Regular Entry - Windo... | Internet | 100%

Step	Action
14.	Enter the desired information into the Description field. Enter " Parts for Heater ".
15.	Select a SpeedChart or enter the appropriate chartfields on the Distribution Lines.
16.	Enter the desired information into the Account field. Enter " 534115 ".
17.	Enter the desired information into the Oper Unit field. Enter " 110 ".
18.	Enter the desired information into the Fund field. Enter " 001 ".
19.	Enter the desired information into the Dept field. Enter " 1000 ".
20.	Enter the desired information into the Class field. Enter " 11030 ".
21.	Note: Click +... to add more Distribution Lines.
22.	Click the Save button. 

Step	Action
23.	<p>Note: After the voucher is saved, it must be submitted for Initial and Final Approval.</p> <p>ST 4.1.6 - Submitting a Voucher for Initial Approval ST 4.1.7 - Final Approval of Voucher.</p>
24.	<p>This topic showed how to Enter Regular Vouchers.</p> <p>End of Procedure.</p>



ST 4.1.2 - Entering a Journal Correction in AP

Entering a Journal Correction in AP

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

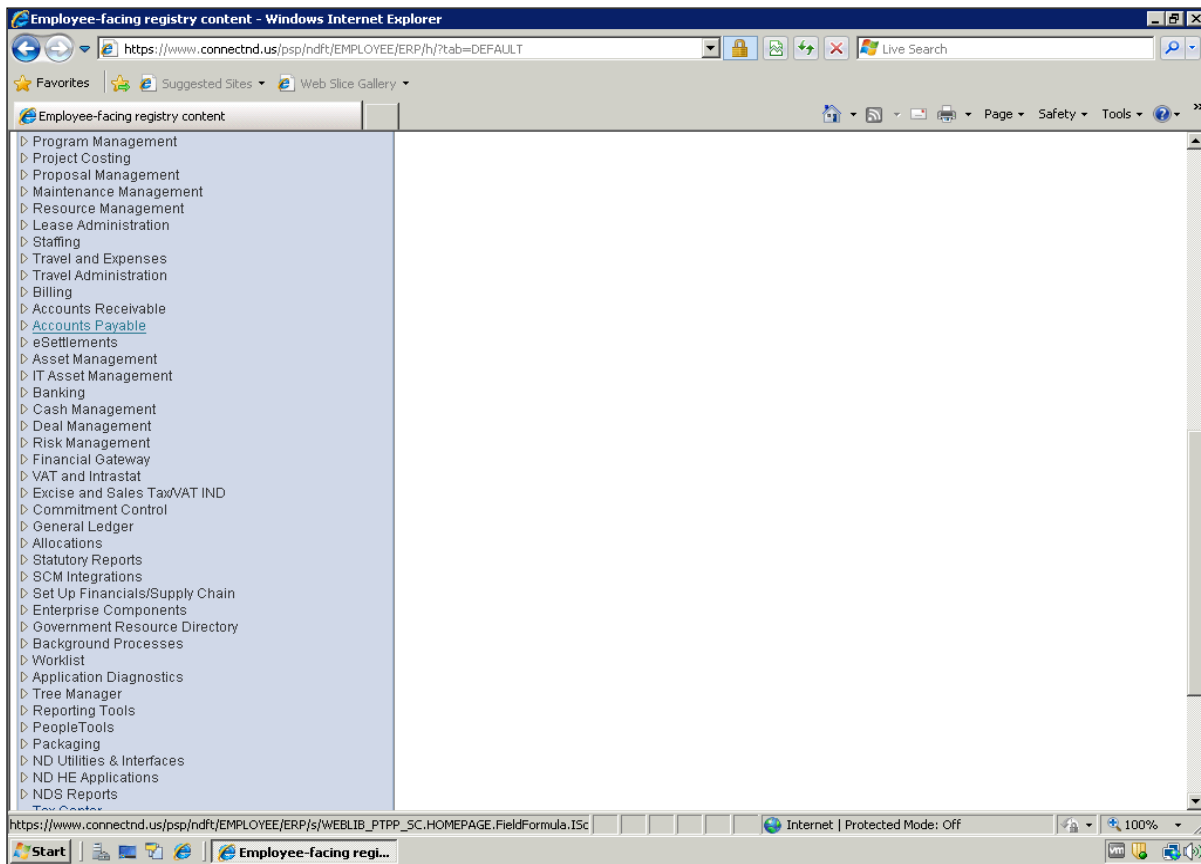
A journal can be done in Accounts Payable (AP) when making corrections to an AP voucher. Auditors prefer that voucher errors be corrected in AP instead of the General Ledger for the following reasons:

- 1) Both the original voucher and correcting journal entry are done in the Accounts Payable Module.
- 2) It provides a better audit trail to the original voucher.
- 3) Workflow approval has been established.

Procedure

This topic shows how to Enter a Journal Correction in Accounts Payable.

Note: Before you begin, you should have the Voucher Number and Vendor Number of the AP voucher you are correcting.

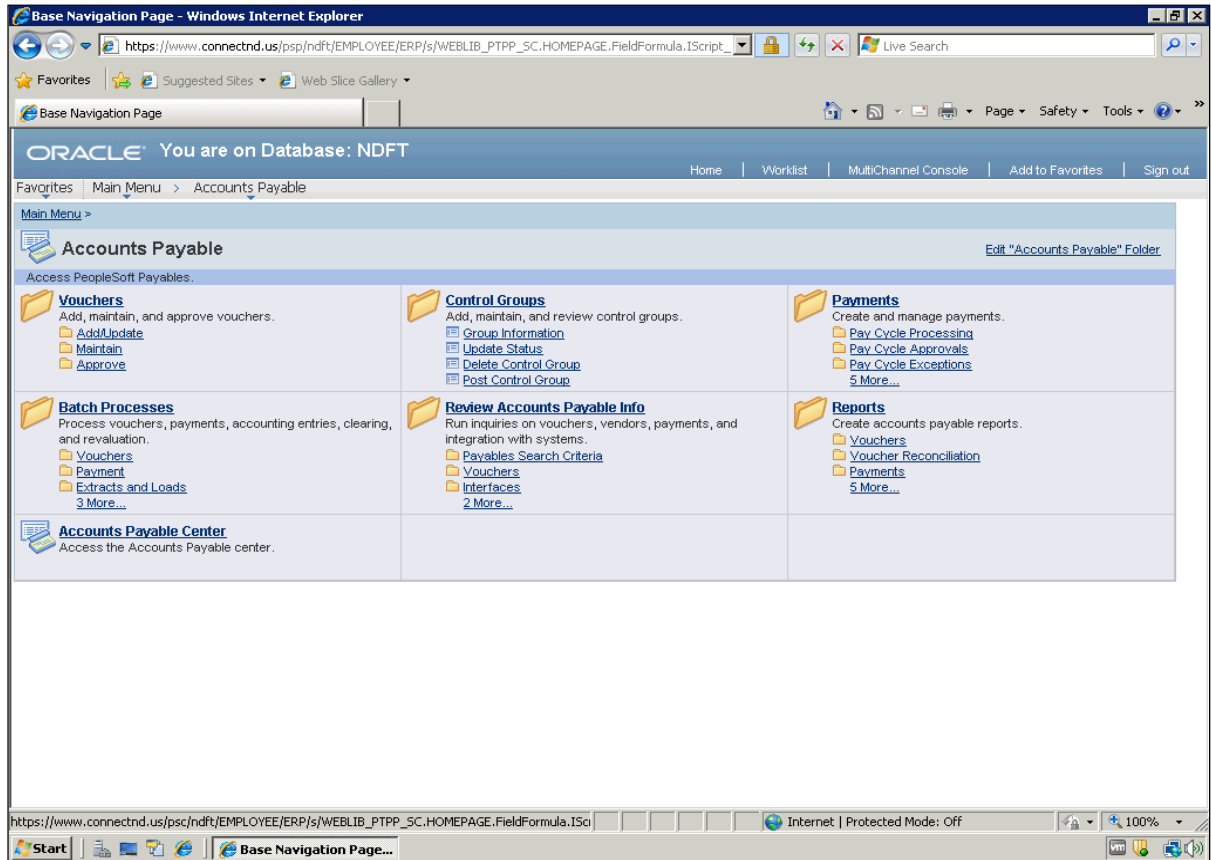


Step	Action
1.	Click the Accounts Payable link. <div>▶ Accounts Payable</div>

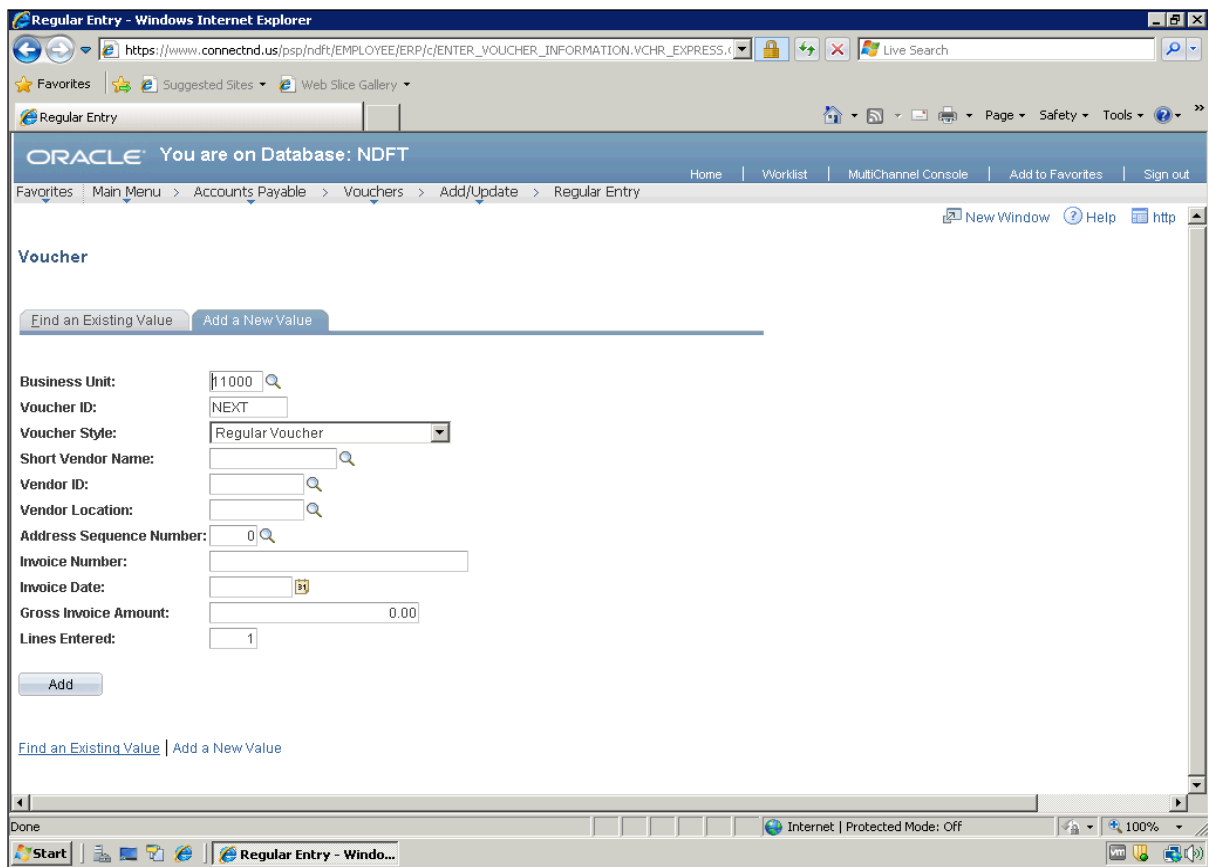


Training Guide

Module 4 – Accounts Payable



Step	Action
2.	Click the Vouchers link. Vouchers
3.	Click the Add/Update link. Add/Update
4.	Click the Regular Entry link. Regular Entry



Step	Action
5.	Click the Voucher Style list. <div>Regular Voucher</div>



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.d

Regular Entry

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

Voucher

Find an Existing Value | Add a New Value

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: Adjustments

Vendor ID: Journal Voucher

Vendor Location: Prepaid Voucher

Address Sequence Number: Register Voucher

Invoice Number: Reversal Voucher

Invoice Date: Single Payment Voucher


Gross Invoice Amount: 0.00


Lines Entered: 1

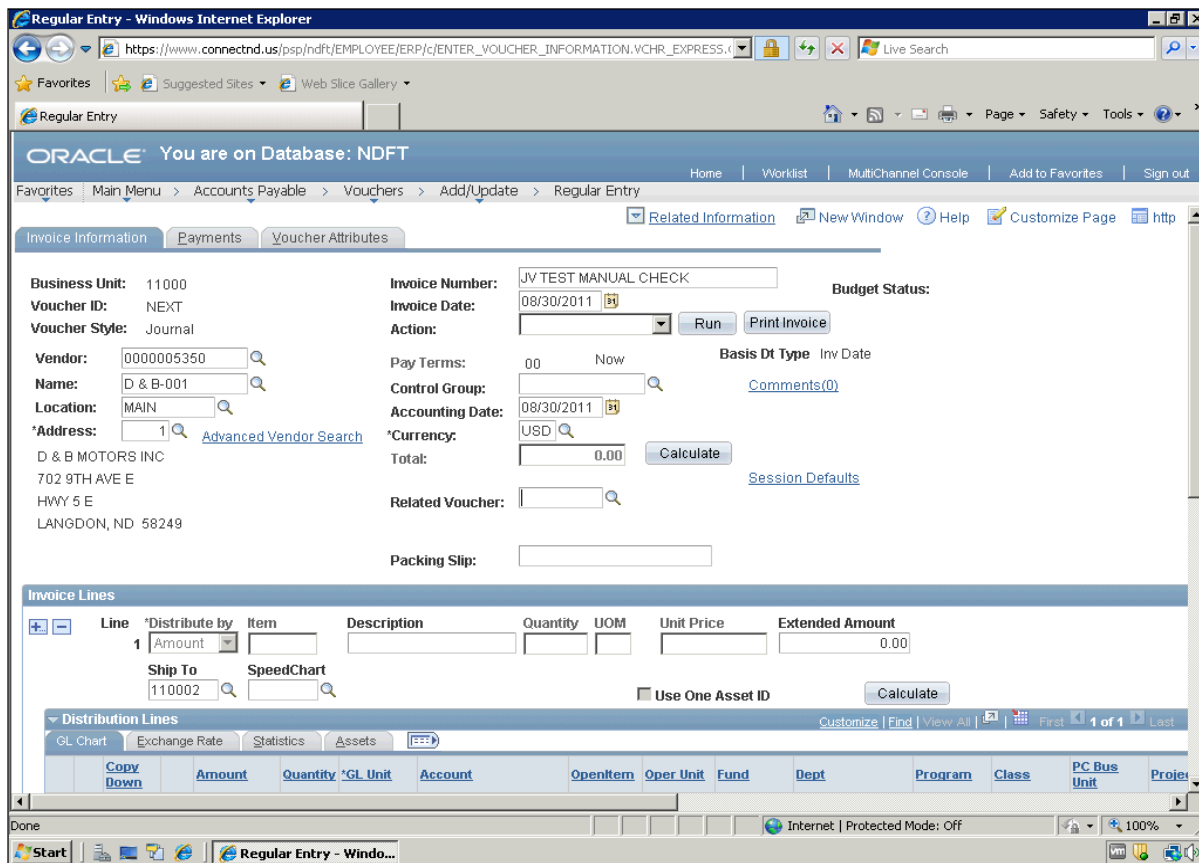
Add


Find an Existing Value | Add a New Value

Step	Action
6.	Click the Journal Voucher list item. Journal Voucher

Step	Action
7.	Enter the desired information into the Vendor ID field. Enter " 0000005350 ".
8.	Click the Look up Vendor ID (Alt+5) button to verify the correct vendor name. 
9.	Click the D & B MOTORS INC link. D & B MOTORS INC
10.	Enter the desired information into the Invoice Number field. Enter " JV TEST MANUAL CHECK ". Note: For continuity, agencies are using the invoice number on the original AP voucher but are preceding it with JV.

Step	Action
11.	Enter the desired information into the Invoice Date field. Enter " 8/30/2011 ". Note: The Invoice Date can either be the original AP voucher date or the date the AP Journal correction is added.
12.	Click the Add button. 


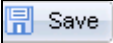


Step	Action
13.	Enter the desired information into the Related Voucher field. Enter " 000008545 ".
14.	Click the Look up Related Voucher (Alt+5) button to verify the correct voucher. 
15.	Click the TEST MANUAL CHECK PROCESS link. TEST MANUAL CHECK PROCESS



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Module 4 – Accounts Payable

Step	Action
16.	<p>AP journal corrections require additional distribution lines, depending on the type of correction being made.</p> <p>When making a correction to an Account Code, Dept. ID, Operating Unit, or Class Code...cash lines are not needed.</p> <p>When making a correction to a Fund...cash lines are required.</p>
17.	<p>Decision: Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> • Non-Fund Correction Go to step 18 on page 13 • Fund Correction Go to step 31 on page 14
18.	Enter the desired information into the Amount field. Enter " -10.00 ".
19.	Enter the desired information into the Account field. Enter " 534040 ".
20.	Enter the desired information into the Oper Unit field. Enter " 110 ".
21.	Enter the desired information into the Fund field. Enter " 001 ".
22.	Enter the desired information into the Dept field. Enter " 3000 ".
23.	Enter the desired information into the Class field. Enter " 11030 ".
24.	<p>Click the Add multiple new rows at row 1 (Alt+7) button.</p> 
25.	Enter the desired information into the Account field. Enter " 534040 ".
26.	Enter the desired information into the Oper Unit field. Enter " 110 ".
27.	Enter the desired information into the Fund field. Enter " 001 ".
28.	Enter the desired information into the Dept field. Enter " 4000 ".
29.	<p>Click the Save button.</p> 
30.	<p>This topic showed how to Enter a Journal Correction in AP (Non Fund Correction).</p> <p>End of Procedure. Remaining steps apply to other paths.</p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

Regular Entry

ORACLE You are on Database: NDFQ

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To: 110002 SpeedChart

Use One Asset ID

Calculate

Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets

	Copy Down	Amount	Quantity	GL Unit	Account	Open Item	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project
1				11000									

Business Unit: 11000

Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines 0.000

(minus) Total 0.00 Calculate

(equals)

Step	Action
31.	Enter the desired information into the Amount field. Enter " -100.00 ".
32.	Enter the desired information into the Account field. Enter " 683010 ".
33.	Enter the desired information into the Oper Unit field. Enter " 110 ".
34.	Enter the desired information into the Fund field. Enter " 298 ".
35.	Enter the desired information into the Dept field. Enter " 8130 ".
36.	Enter the desired information into the Class field. Enter " 11050 ".
37.	Click the Add multiple new rows at row 1 (Alt+7) button.





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Regular Entry - Windows Internet Explorer

Explorer User Prompt

Script Prompt: OK

Enter number of rows to add: Cancel

3

Information.VCHR_EXPRESS

Live Search

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Accounts Payable > Vouchers > Add/Update > Regular Entry

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To: 110002 SpeedChart

Use One Asset ID Calculate

Distribution Lines

GL Chart Exchange Rate Statistics Assets

Copy Down	Amount	Quantity	GL Unit	Account	Open Item	Open Unit	Fund	Dept	Program	Class	PC Bus Unit	Project
1	-100.00		11000	683010		110	298	8130		11050		

Business Unit: 11000

Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines 0.000

(minus) Total 0.00 Calculate

(equals)

javascript:submitAction_win0(document.win0,'DISTRIB_LINE\$newm\$0\$\$\$0');

Internet | Protected Mode: Off

Start Regular Entry - Windo...

Step	Action
38.	Enter the desired information into the Explorer User Prompt field. Enter "3".
39.	Click the OK button. OK

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

Regular Entry

ORACLE You are on Database: NDFQ

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Packing Slip:

Invoice Lines

Line 1 Distribute by Amount Item Description Quantity UOM Unit Price Extended Amount 0.00

Ship To 110002 SpeedChart

Use One Asset ID Calculate

Distribution Lines

GL Chart Exchange Rate Statistics Assets

	Copy Down	Amount	Quantity	GL Unit	Account	Open Item	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project
1		-100.00		11000	683010		110	298	8130		11050		
2		100.00		11000	1								
3		0.00		11000									
4		0.00		11000									

Business Unit: 11000

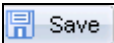
Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines 0.000

(minus) Total 0.00 Calculate

Step	Action
40.	Enter the desired information into the Account field. Enter " 105251 ".
41.	Enter the desired information into the Fund field. Enter " 298 ".
42.	Enter the desired information into the Amount field. Enter " 100.00 ".
43.	Enter the desired information into the Account field. Enter " 683015 ".
44.	Enter the desired information into the Oper Unit field. Enter " 110 ".
45.	Enter the desired information into the Fund field. Enter " 001 ".
46.	Enter the desired information into the Dept field. Enter " 8130 ".
47.	Enter the desired information into the Class field. Enter " 11050 ".
48.	Enter the desired information into the Amount field. Enter " -100.00 ".
49.	Enter the desired information into the Account field. Enter " 105251 ".
50.	Enter the desired information into the Fund field. Enter " 001 ".
51.	Click the Save button. 
52.	After the AP voucher is completed, it can be submitted for final approval.



Training Guide

Module 4 – Accounts Payable

Step	Action
53.	This topic showed how to Enter a Journal Correction in AP (Fund Correction). End of Procedure.

ST 4.1.3 - Deleting a Voucher



Training Guide

Module 4 – Accounts Payable

Deleting a Voucher

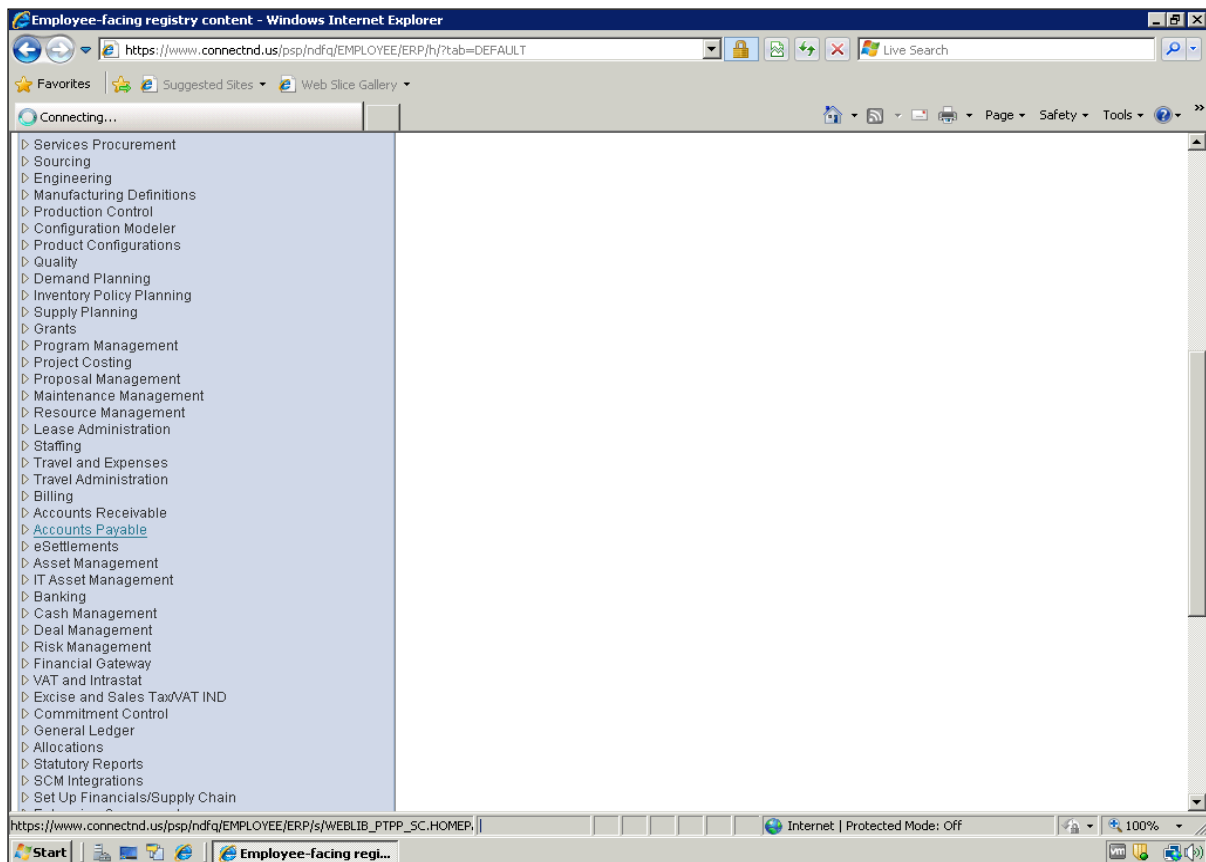
Navigation: Accounts Payable > Vouchers > Add/Update > Delete Voucher

Vouchers can be deleted, when necessary, unless they have been posted or paid. The system makes no audit trail of the deletion because it assumes the voucher is incorrect.

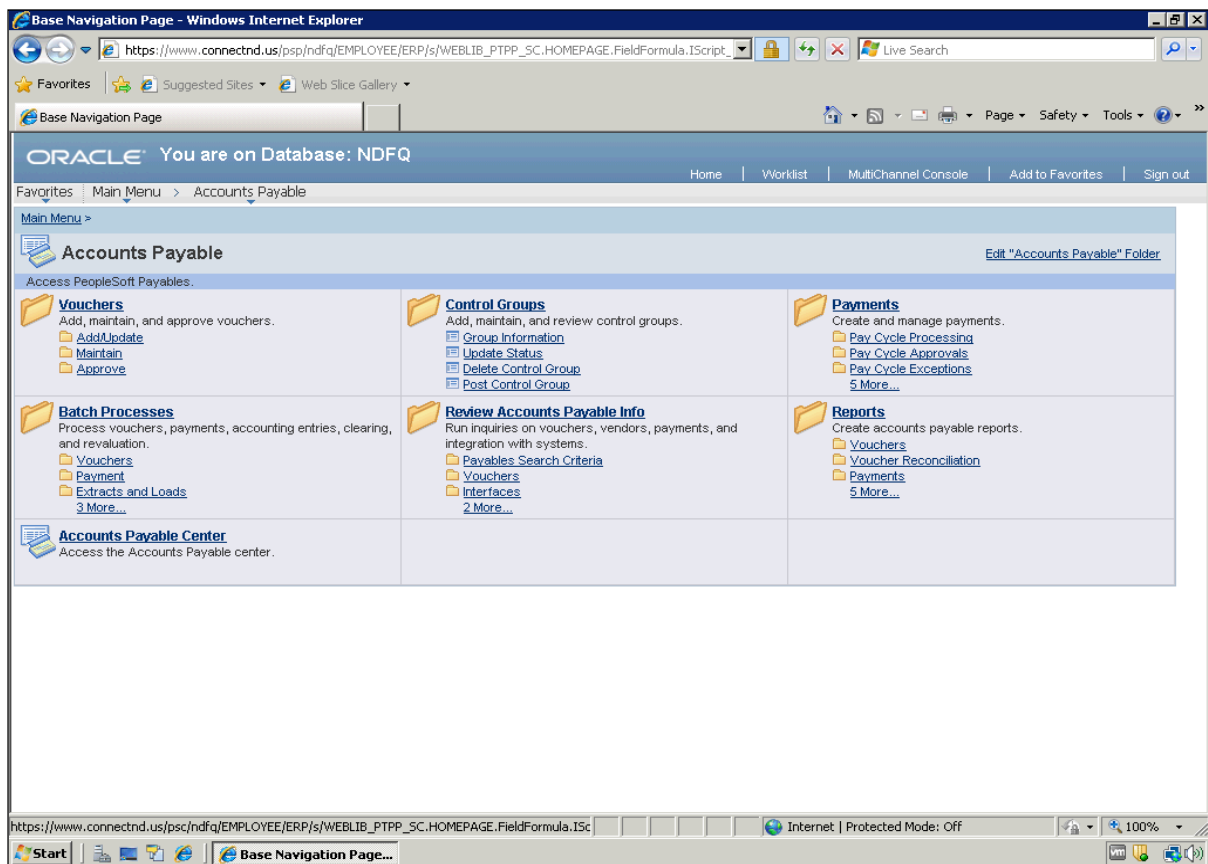
Procedure

This topic shows how to Delete a Voucher.

Note: A voucher can be deleted if it has not posted to PeopleSoft.



Step	Action
1.	Click the Accounts Payable link. ▶ Accounts Payable



Step	Action
2.	Click the Vouchers link. Vouchers
3.	Click the Delete Voucher link. Delete Voucher



Training Guide

Module 4 – Accounts Payable

Delete Voucher - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_DELETE.G

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery

Delete Voucher

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher

New Window ? Help http

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 11000

Voucher ID: begins with 000

Entry Status: =

Invoice Number: begins with


Short Vendor Name: begins with

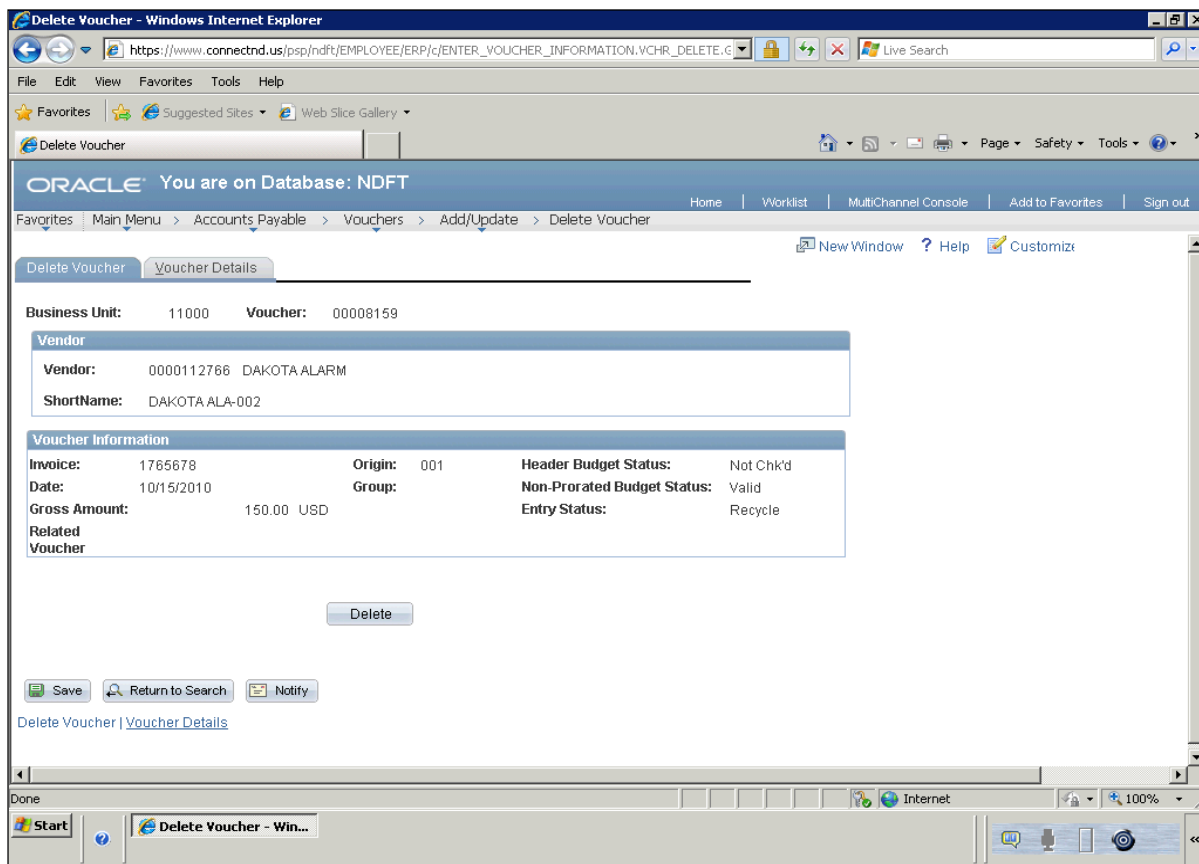
Vendor ID: begins with


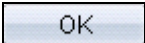
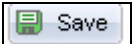
Name 1: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
4.	Enter the desired information into the Voucher ID field. Enter "00008159".
5.	Click the Search button. 



Step	Action
6.	Click the Delete button. 
7.	Click "OK" to confirm the delete command. Click the OK button. 
8.	Click the Save object. 
9.	This topic showed how to Delete a Voucher. End of Procedure.

ST 4.1.4 - InterDepartmental Billing/IDB Vouchers

InterDepartmental Billings/IDB Vouchers



Training Guide Module 4 – Accounts Payable

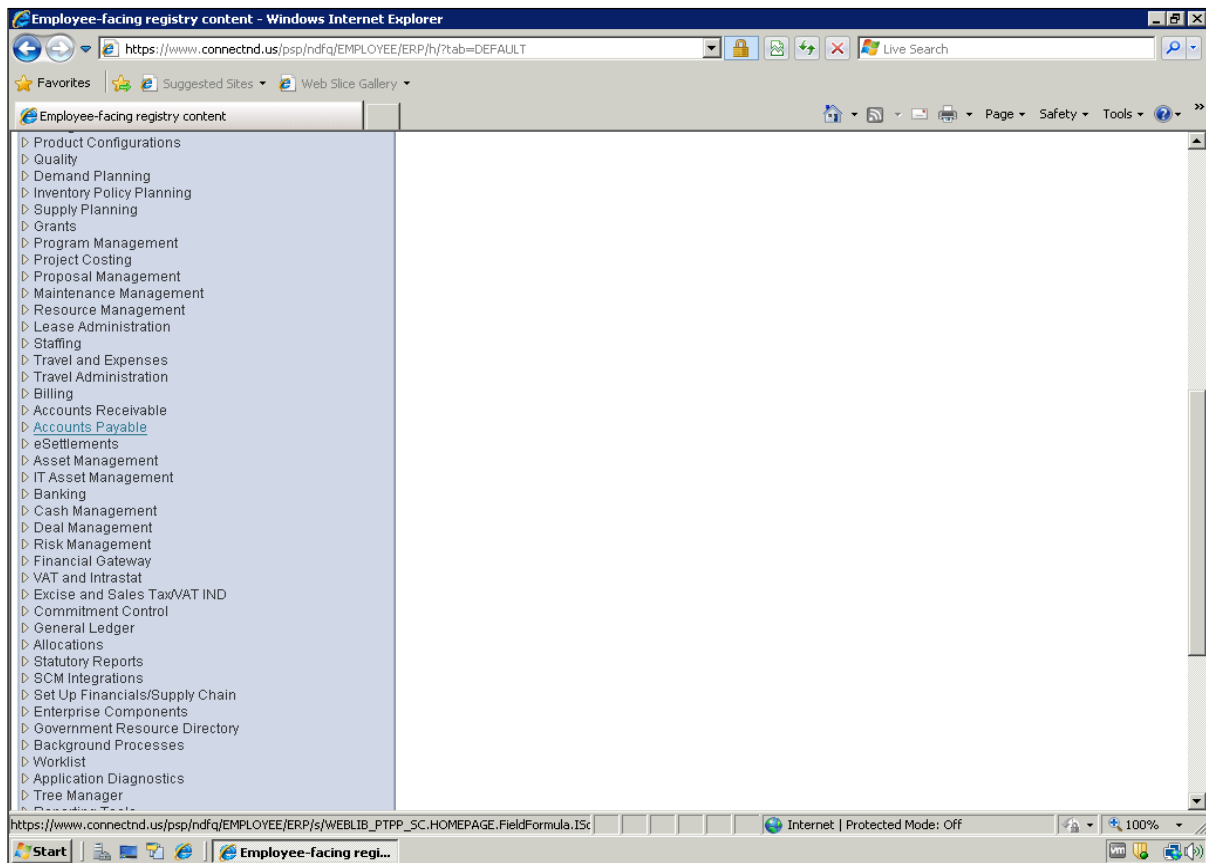
Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry


Billings from other agencies generated through the InterDepartmental (IDB) system create vouchers in Accounts Payable with an Entry Status of Recycle. The vouchers must have valid chartfield information entered before they can be budget checked/approved. The Payment Method is Giro/EFT.

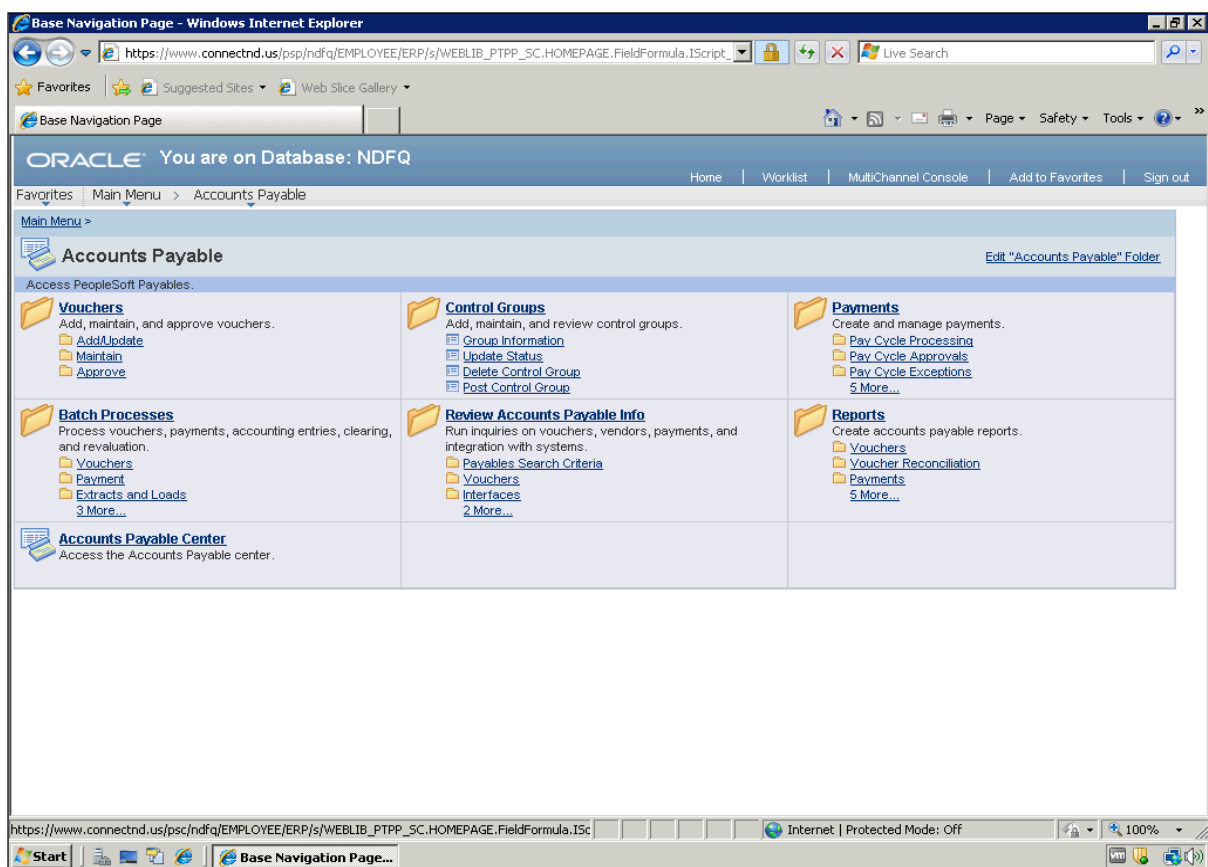
Procedure

This topic shows how to pay an InterDepartmental Billing/IDB Voucher.

IDB's are billings created by another agency to be paid electronically through Accounts Payable. These payments are generated electronically and are accessed through the Recycle Status.



Step	Action
1.	Click the Accounts Payable link. 



Step	Action
2.	Click the Vouchers link. Vouchers
3.	Click the Add/Update link. Add/Update
4.	Click the Regular Entry link. Regular Entry



Training Guide

Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

Regular Entry

ORACLE You are on Database: NDFQ

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

Voucher

Find an Existing Value | Add a New Value

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1



Add

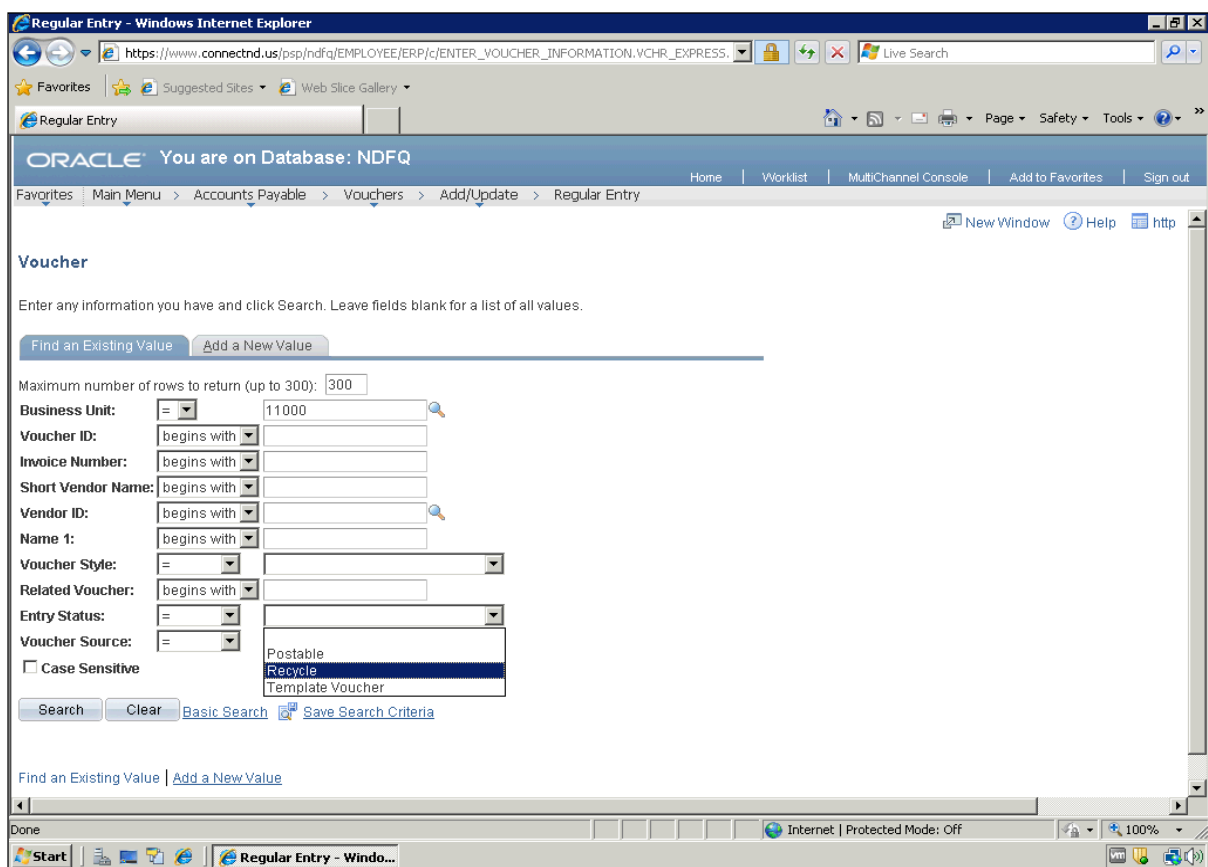
[Find an Existing Value](#) | [Add a New Value](#)

javascript:submitAction_win0(document.win0,'#ICSwitchMode');

Internet | Protected Mode: Off

Start | Regular Entry - Windo...

Step	Action
5.	Click the Find an Existing Value tab. 
6.	Click the Entry Status list. 



Step	Action
7.	Click the Recycle list item. Recycle



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

Live Search

Regular Entry

ORACLE You are on Database: NDFQ

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 11000

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: = Recycle

Voucher Source: =

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

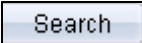
Find an Existing Value | Add a New Value

Done

Internet | Protected Mode: Off

100%

Start | Regular Entry - Windo...

Step	Action
8.	Click the Search button. 
9.	The voucher is generated by an Account of 999999, which is an invalid chartfield value. The Distribution Lines must be manually coded or a SpeedChart can be used for predefined coding.

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

Regular Entry

ORACLE You are on Database: NDFQ

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Location: REMITT
 *Address: 1
 MANAGEMENT AND BUDGET,ND
 OFFICE OF
 CAPITOL TOWER 4TH FLR
 600 E BOULEVARD AVENUE
 BISMARCK, ND 58505-0130

Accounting Date: 05/23/2011
 *Currency: USD
 Total: 5.87
 Difference: 0.00

Calculate

Non Merchandise Summary
 Session Defaults

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		UPS charges April 2011				5.87

Ship To: 110002
 SpeedChart

Use One Asset ID

Calculate

Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Amount	Quantity	GL Unit	Account	Open Item	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit
1	5.87		11000	999999							

Business Unit: 11000



Voucher ID: 00008647

Print Invoice

Balancing

Invoice Lines: 5.87
 Misc Charge Amount
 Freight Amount

Internet | Protected Mode: Off

Step	Action
10.	Click the Look up SpeedChart (Alt+5) button. 
11.	Enter the desired information into the Account field. Enter " 611005 ". Note: This SpeedChart didn't have the Account specified, so the appropriate code must be manually entered.
12.	Click the Save button. 
13.	Note: After the voucher is saved, it must be submitted for Initial and Final Approval. ST 4.1.6 - Submitting a Voucher for Initial Approval ST 4.1.7 - Final Approval of Voucher.
14.	This topic showed how to pay an InterDepartmental Billing/IDB Voucher. End of Procedure.



ST 4.1.5 - Errors in AP Voucher

Errors in AP Voucher

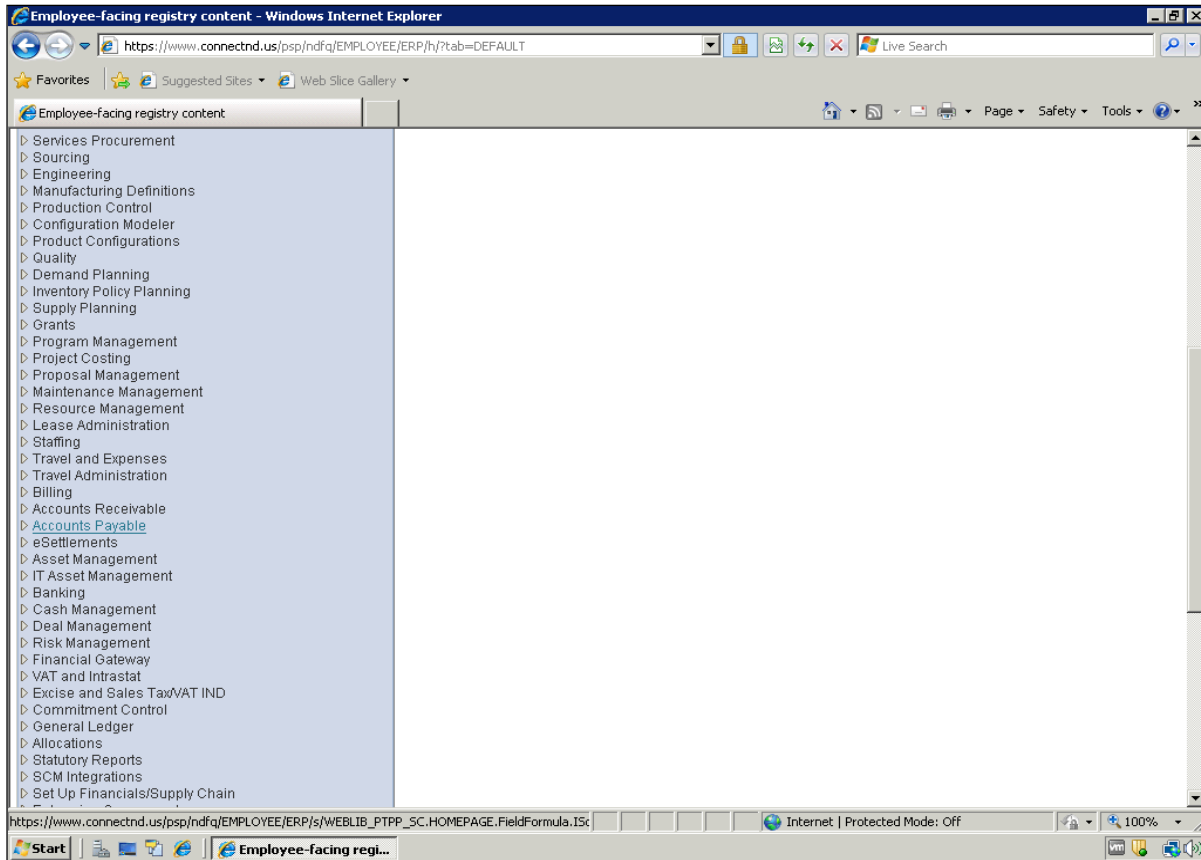
Navigation: [Accounts Payable > Vouchers > Add/Update > Regular Entry](#)

Errors in a voucher will prevent it from posting. Some common errors include:

- Missing chartfields (Account, Fund, Dept ID, Oper Unit, and/or Class)
- Budget Error
- Inactive Vendor
- Inactive Address or Location
- Incorrect 1099 Withholding

Procedure

This topic discusses Chartfield Errors in an AP Voucher.

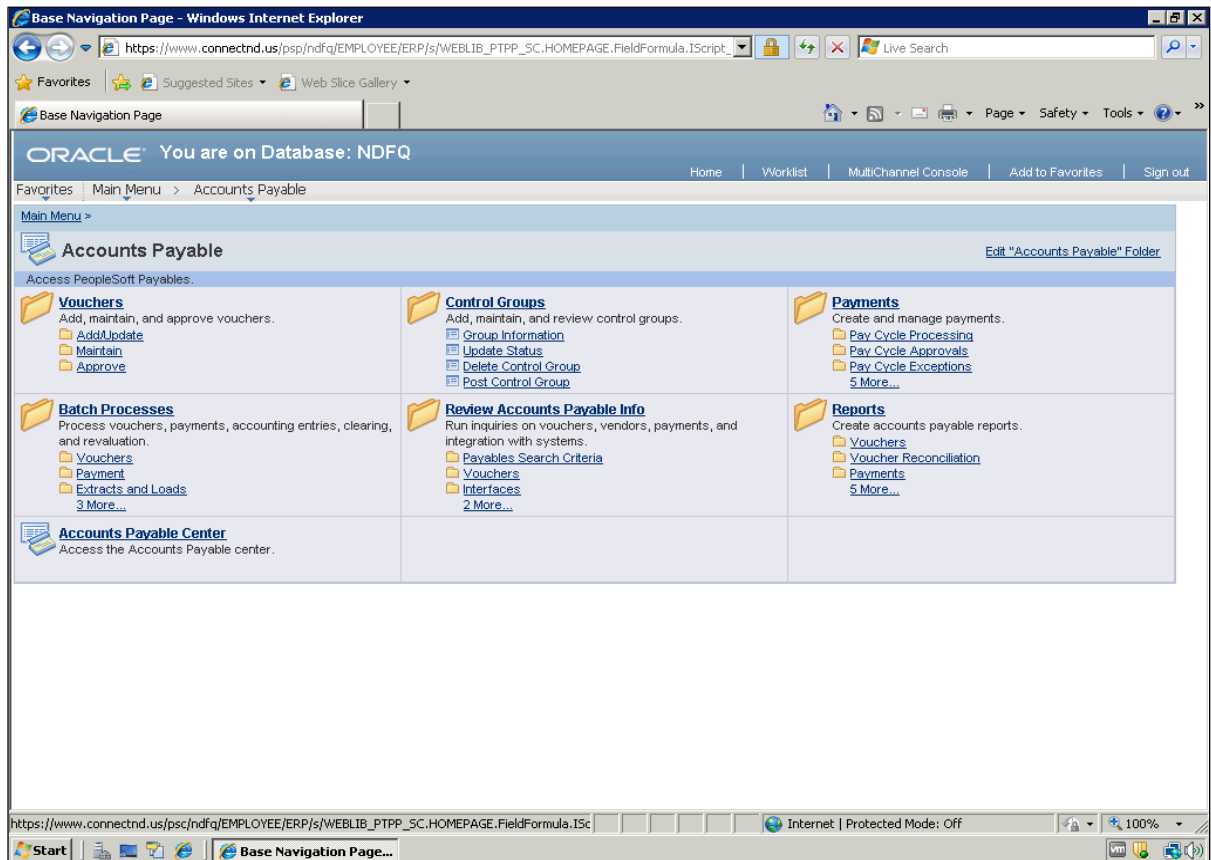


Step	Action
1.	Click the Accounts Payable link. ▶ Accounts Payable

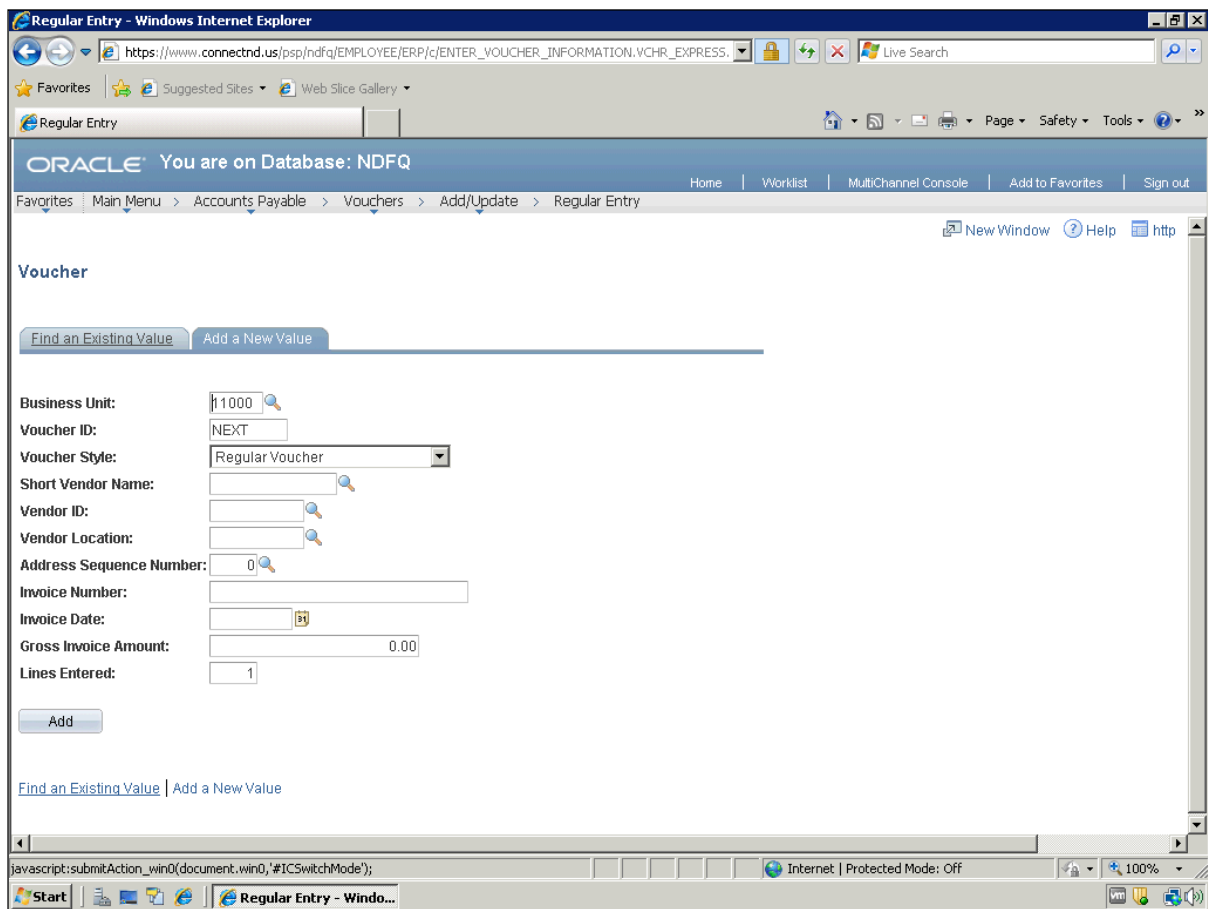



Training Guide

Module 4 – Accounts Payable



Step	Action
2.	Click the Vouchers link. Vouchers
3.	Click the Add/Update link. Add/Update
4.	Click the Regular Entry link. Regular Entry



Step	Action
5.	Click the Find an Existing Value tab. 
6.	When saving a voucher, if there are missing required chartfields, the Budget Checking Errors message box will appear.



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

Regular Entry

ORACLE You are on Database: NDFQ

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: 11200 Invoice Number: (11200-LM01099917-2) Budget Status: Error

Voucher ID: 00029745 Invoice Date: 06/22/2011

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000000615 *Pay Terms: 00 Now Basis Dt Type Inv Date

Name: STATE-002

Location: MAIN

*Address: 1 Advanced Vendor Search

INFORMATION TECHNOLOGY
DEPARTMENT
600 E BOULEVARD AVE DEPT 112
BISMARCK, ND 58505-0100

Accounting Date: 06/22/2011

*Currency: USD

Total: 855.00 Calculate

Difference: 0.00

Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		ELM Interface				855.00

Ship To AASHP10 SpeedChart

Use One Asset ID Calculate

Distribution Lines

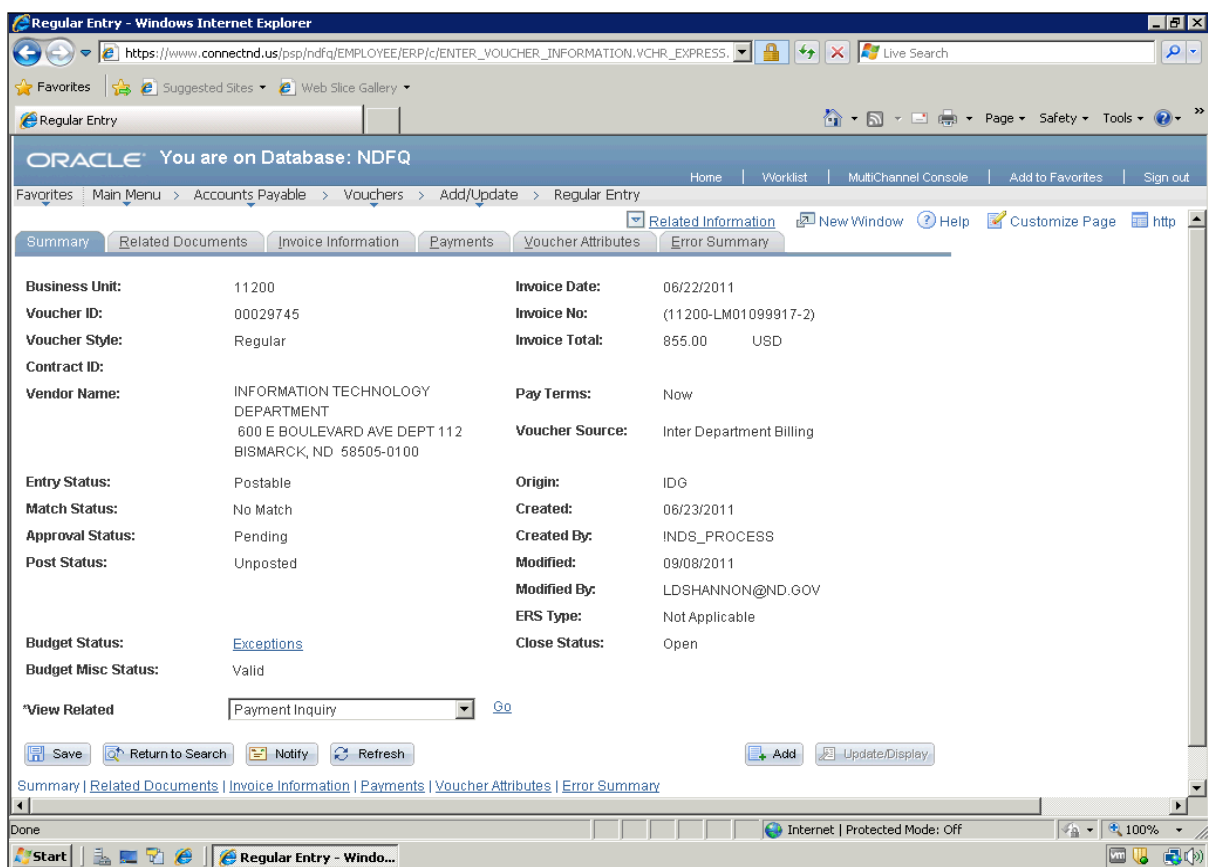
GL Chart Exchange Rate Statistics Assets

javascript: submitAction_win0(document.win0,'#ICPanel1');

Internet | Protected Mode: Off

Start Regular Entry - Windo...

Step	Action
7.	Click the Summary tab. <div>Summary</div>



Step	Action
8.	Click the Exceptions object. Exceptions
9.	The Exception message opens a new window and displays "Required key CF is blank", which means a required chartfield is missing (Operating Unit, Class, Dept ID, Account). Close the Voucher Exception window and click the Invoice Lines tab to correct the error.
10.	Other voucher errors may include an Inactive Vendor, Location or Address. Contact Vendor Registry for Vendor related issues.
11.	An Inactive Location will prevent a voucher from creating a payment. Note: If a Location is Active, there may be a problem with the Effective Date being set up after the Invoice Date.



Training Guide

Module 4 – Accounts Payable

Step	Action
12.	An Inactive Address will prevent a voucher from creating a payment. Note: If an Address is Active, there may be a problem with the Effective Date being set up after the Invoice Date.
13.	The voucher may have a withholding error whereas 1099 reporting was indicated; however, the information may not be set up.
14.	This topic discusses Chartfield Errors in an AP Voucher. End of Procedure.

ST 4.1.6 - Submitting Voucher for Initial Approval

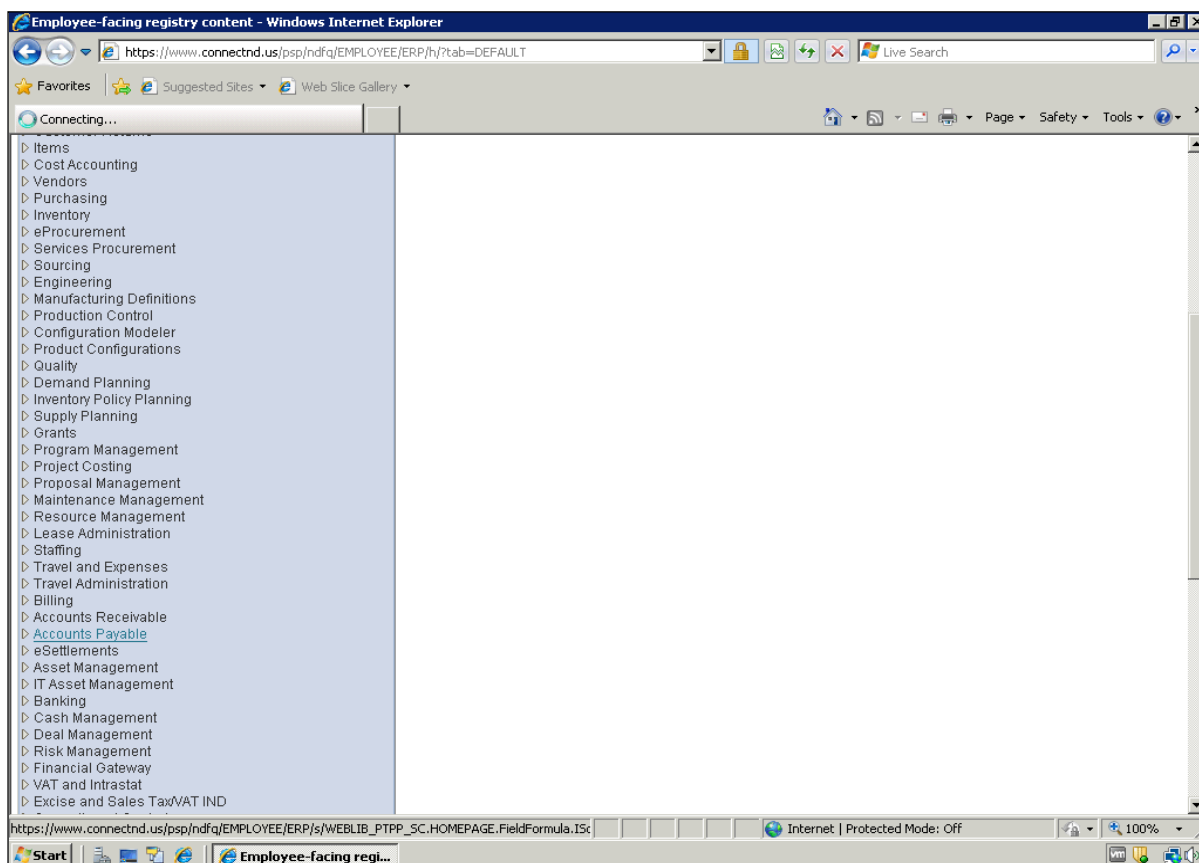
Submitting Voucher for Initial Approval

Navigation: Accounts Payable > Vouchers > Approve > Approve Voucher

After vouchers are created, they must be initially approved and submitted for final approval.

Procedure

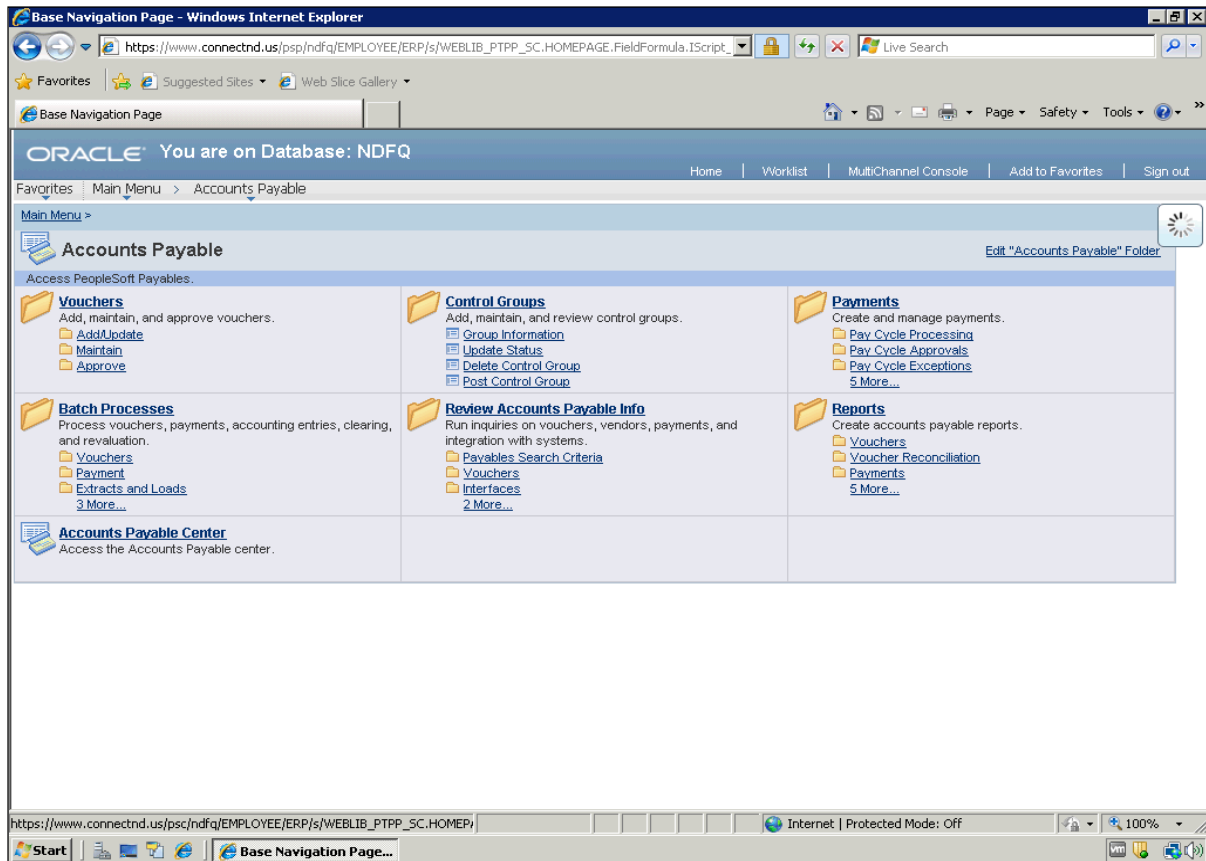
This topic shows how to Submit a Voucher for Initial Approval.



Step	Action
1.	Click the Accounts Payable link. ▶ Accounts Payable



Training Guide Module 4 – Accounts Payable



Step	Action
2.	Click the Vouchers link. Vouchers
3.	Click the Approve link. Approve
4.	Click the Approve Voucher link. Approve Voucher

Approve Voucher - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_APPROVE

File Edit View Favorites Tools Help

Approve Voucher

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Approve > Approve Voucher

New Window ? Help http

Voucher Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = 11000

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
5.	Click the Search button. Search
6.	Click the 00008156 link. 00008156



Training Guide Module 4 – Accounts Payable

Approve Voucher - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_APPROVE

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery

Approve Voucher

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Approve > Approve Voucher

New Window ? Help Customize Page http

Approval Line Information Charge Information

Unit: 11000 Invoice: 1765678 Vendor: DAKOTA ALARM

Voucher: 00008156 Date: 10/15/2010 ID: 0000112766

Approval Information		Voucher Details	
<input checked="" type="radio"/> Pending		Total:	150.00 USD Due Upon Receipt
<input type="radio"/> Approved		Sales Tax:	0.00
<input type="radio"/> Denied		Freight:	0.00
Appr Inst:		Use Tax:	0.00
		Entered VAT:	0.00

Details Main Content

Remit SetID	Remit Vendor	Name 1	Name 2
SHARE	0000112766	DAKOTA ALARM	LN: OLSON,BENJAMIN C


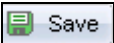
Save Return to Search Previous in List Next in List Notify

Approval | Line Information | Charge Information

Done

Start Approve Voucher - Wi...

Internet 100%

Step	Action
7.	Click the Approved option. 
8.	Click the Save button. 
9.	Once the Initial Approver has clicked Save, an Approval Instance number is assigned to the voucher.
10.	This topic showed how to Submit a Voucher for Initial Approval. End of Procedure.

ST 4.1.7 - Final Approval of Voucher

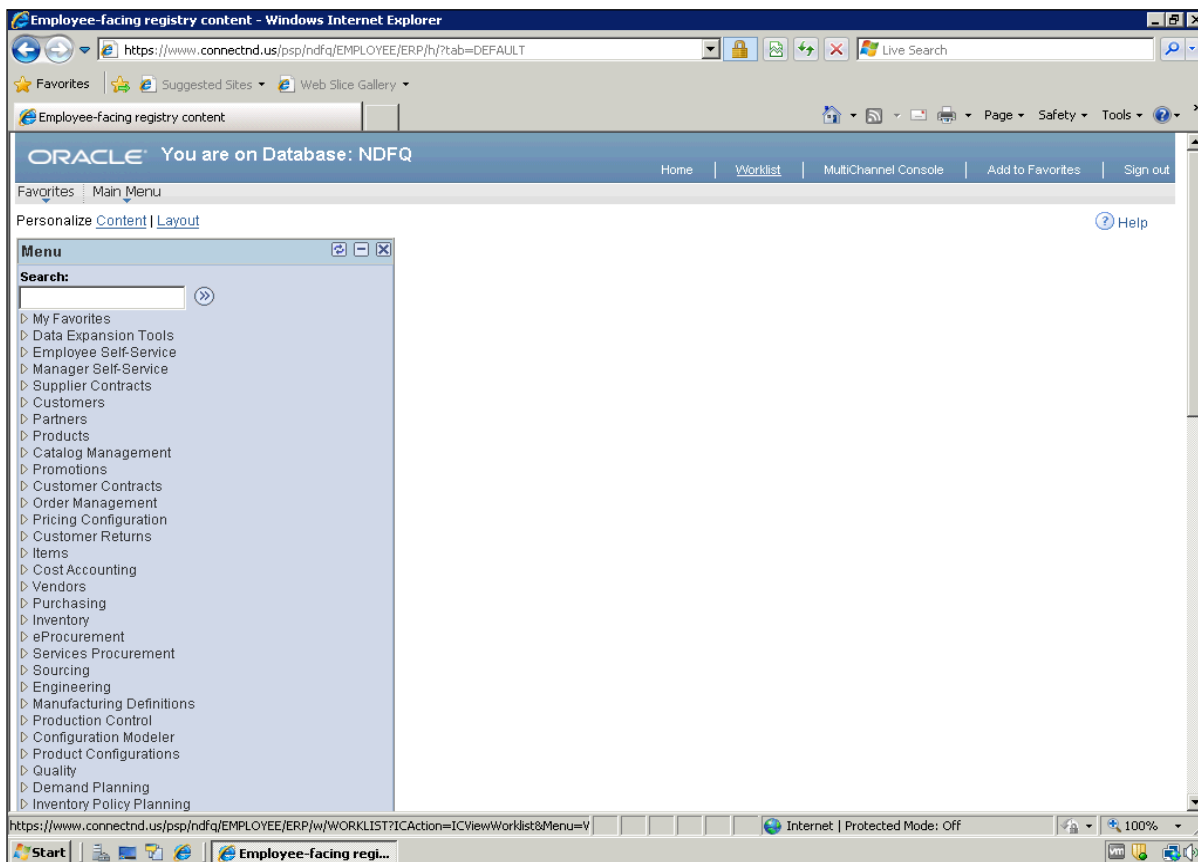
Final Approval of Voucher

Navigation: Accounts Payable > Vouchers > Approve > Approve Voucher

Vouchers must be final approved and budget checked before they post to PeopleSoft.

Procedure

This topic shows how to Final Approve a Voucher.



Step	Action
1.	Click the Worklist link. Worklist



Training Guide Module 4 – Accounts Payable

Worklist - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/wj/WORKLIST?ICAction=ICViewWorklist&Menu=Workl

Worklist

ORACLE You are on Database: NDFQ

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Worklist for LDSHANNON@ND.GOV: Shannon-Gall,Lynn D

Detail View Work List Filters: [] Feed

Item Name	Date From	Work Item	Worked By Activity	Priority	Link		
Renaë R Heller	09/09/2011	Approve Voucher Worklist	NDS_VOUCHER_APPROVAL	[]	11000.00008705.12345.1189581	Mark Worked	Reassign

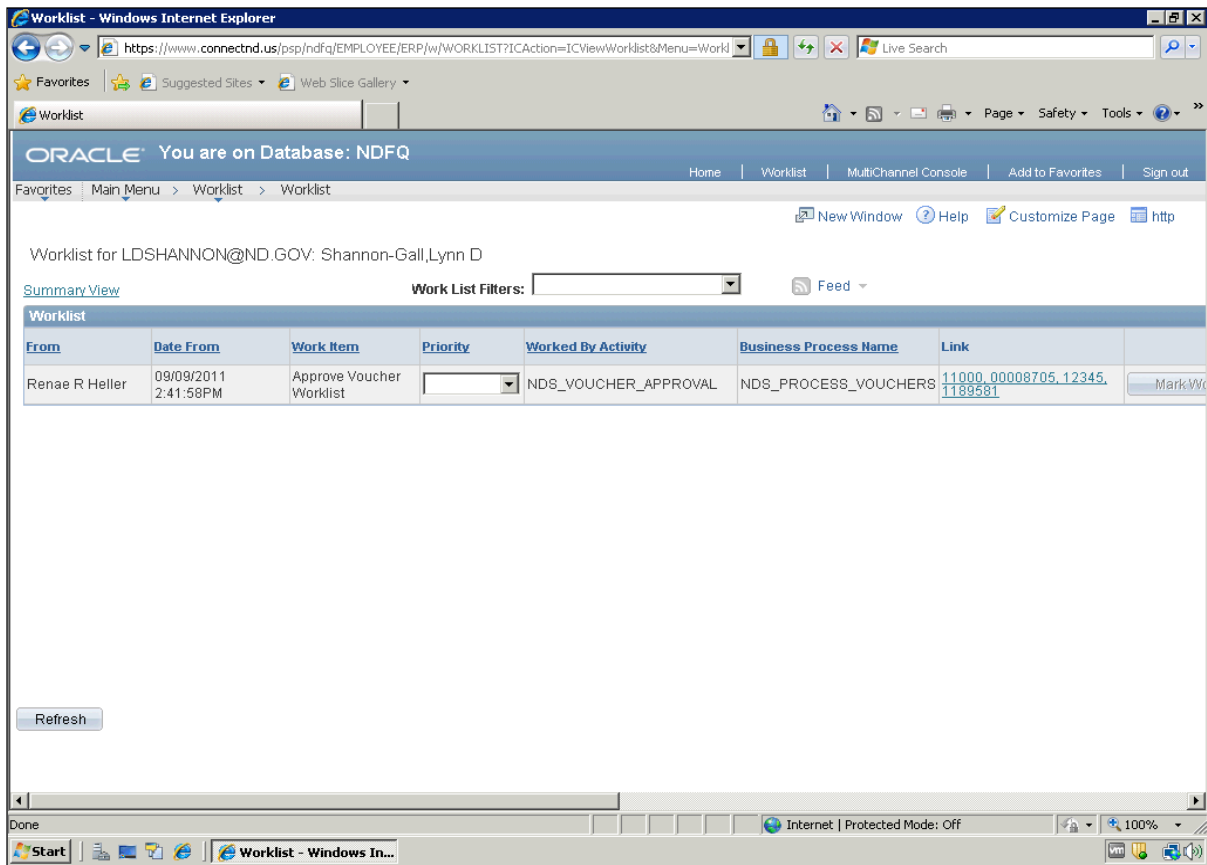
Refresh

javascript:submitAction_win0(document.win0,"WORKLIST0_WRK_ITEMNAME");

Internet | Protected Mode: Off

Start | Worklist - Windows In...

Step	Action
2.	Click the Detail View link. Detail View
3.	Click the Summary View link to access/review the voucher distribution lines.



Step	Action
4.	Click the Voucher Approval link. <u>11000.00008705.12345.1189581</u>



Training Guide Module 4 – Accounts Payable

Worklist - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/wj/WORKLIST?ICAction=ICViewWorklist&Menu=Workl

Worklist

ORACLE You are on Database: NDFQ

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Related Information | New Window | Help | Customize Page | http

Approval | Line Information | Charge Information


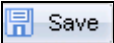
Unit: 11000 Invoice: 12345 Vendor: INTERIORS BY FRANCE
Voucher: 00008705 Date: 07/31/2011 ID: 0000000257

Approval Information		Voucher Details	
<input checked="" type="radio"/> Pending		Total:	500.00 USD Due Upon Receipt
<input type="radio"/> Approved		Sales Tax:	0.00
<input type="radio"/> Denied		Freight:	0.00
Appr Inst:	1189581	Use Tax:	0.00
		Entered VAT:	0.00

Remit SetID	Remit Vendor	Name 1	Name 2
SHARE	0000000257	INTERIORS BY FRANCE	

Save | View Worklist | Notify

Approval | Line Information | Charge Information

Step	Action
5.	Click the Approved option. 
6.	Click the Save button. 
7.	The voucher will only show up <u>one time</u> on the final approver's worklist. If any changes were made on the voucher after it was final approved, the voucher will need to be re-final approved again through the main menu (Accounts Payable > Vouchers > Approve).
8.	This topic showed how to Final Approve a Voucher. End of Procedure.

ST 4.1.8 - PO Vouchers

4.1.8 Entering PO Vouchers

Accounts Payable > Vouchers > Journal Entry > Add/Update > Regular Entry

PO vouchers are entered by accounts payable users, but they require communication between the Purchasing and Finance departments of an agency. If an agency has good interaction between these two offices, the use of PO vouchers will help the Purchasing staff in POs correctly, releasing encumbrances, and tracking throughout the procure-to-pay cycle.

The following exercise will walk you through the various options available for entering and modifying PO vouchers.

A checklist is also available on this topic at: (<http://www.nd.gov/vr/purchmod/docs/po-vouchers.pdf>).

Created: 10/15/2010

Revised:

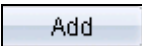
Procedure

PO vouchers work by pulling in a purchase order or receipt into a voucher. This cuts down on the entry time for the voucher preparer and ensures that all the information from the purchase order transfers correctly.

Using a PO voucher rather than a regular voucher releases the encumbrances created by the purchase order. By following these steps in creating a PO voucher, agencies will decrease the likelihood that a PO line item or entire purchase order will be paid more than once.



Training Guide Module 4 – Accounts Payable

Step	Action
1.	<p>Usually OMB encourages users to enter as much information as possible on this screen before clicking 'Add,' but <u>PO vouchers are the exception</u>.</p> <p>Click the Add button to begin.</p> 
2.	<p>OMB's Vendor Registry office recommends that agencies do not use the Copy from a Source Document field to pull in purchase orders, although that process will work if you are paying off the entire PO. The following screens will show you a better way to bring in the PO.</p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Accounts Payable Vouchers Add/Update Regular Entry

New Window Help Customize Page http

Invoice Information Payments Voucher Attributes

Business Unit: 11000 Invoice Number: Voucher ID: NEXT Invoice Date: Voucher Style: Regular Action: Run Print Invoice Budget Status:

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: Name: Location: Address: Advanced Vendor Search

*Pay Terms: 00 Now *Control Group: Accounting Date: 10/12/2010 *Currency: USD Total: 0.00 Calculate

Basis Dt Type Inv Date Comments(0) Non Merchandise Summary Session Defaults

Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To SpeedChart

Step	Action
3.	Using the Worksheet Copy Option list provides more options for picking and choosing only the lines to be paid in this voucher. Click the red box to advance. <div>None</div>



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information Payments Voucher Attributes

Business Unit: 11000 Invoice Number: Budget Status:
Voucher ID: NEXT Invoice Date: Run Print Invoice
Voucher Style: Regular Action:

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None
Vendor: *Pay Terms: 00 Now Bas
Name: Control Group: PO Receipt
Location: Accounting Date: 10/12/2010 PO Receipt
*Address: Advanced Vendor Search *Currency: USD Purchase Order Only
Total: 0.00 Calculate Template
Session Defaults



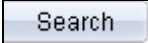


Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To SpeedChart




Step	Action
4.	You will need to select one of the dropdown items here. We will first show how to use the Purchase Order Only list item. <div>Purchase Order Only</div>


Step	Action
5.	A new screen will appear. Enter your business unit in the PO Business Unit field. Enter " 11000 " here.
6.	If you know the PO number, you can enter it directly into this field with the leading zeroes. Otherwise click the Look up PO Number From (Alt+5) button to find the PO you are to pay. 
7.	Click the 0000000135 link for this exercise. 
8.	Click the Search button to pull up the PO information below. 
9.	See that the header says " 1 of 12 "? Click the View All link to see all 12 lines of this PO. 
10.	Voucher users have the ability to select only the lines that match the invoice(s) they are paying. Click the Select option for this particular line. 




Training Guide Module 4 – Accounts Payable

Step	Action
11.	Click the Copy Selected Lines button to bring it into the voucher screen. 

Step	Action
12.	Enter the Invoice Number as usual. Enter " copy PO line ".
13.	Enter the Invoice Date of " 09202010 ".
14.	Notice the address that appears for this vendor. You will need to change the address by changing the location . Click the Look up Location (Alt+5) button. 
15.	Select the Location Description that fits the remittance address on your invoice. Click the CAROL STREAM link. 
16.	Purchase Orders must have distribution information entered, and these same fields will be brought into the voucher for you. Click in the Account field to continue. 

Step	Action
17.	Just because distribution data filled in from the PO, you can still change the accounting information as needed. Click the Add multiple new rows at row 1 (Alt+7) button. 

Step	Action
18.	Since we only want to add one more row, click the OK button. 



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

CAROL STREAM, IL 60197-6434

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		Encumber one year	1.0000	EA	700.00000	700.00

Ship To: SpeedChart:

☐ Use One Asset ID ☐ Force Price

Override PO Pct.

Purchase Order & Receiver Info Associate Receiver(s)

GL Chart Exchange Rate Statistics Assets **EST**

Customize Find View All First 1-2 of 2 Last

	Copy Down	PO Percent	Percent	Amount	Quantity	GL Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Pro
1	<input type="checkbox"/>	100.0000	100.0000	700.00	1.0000	11000	581065	110	001	1000	11030		
2	<input type="checkbox"/>			0.00		11000							

Business Unit: 11000

Voucher ID: 00008149

Balancing

Invoice Lines	700.00
Misc Charge Amount	<input type="text"/>
Freight Amount	<input type="text"/>

Start Regular Entry - Windo...

Step	Action
19.	When we added a new row, it wants to split the distribution by Quantity , but we can change that. Click the Distribute by list. <input type="text" value="Quantity"/>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Accounts Payable Vouchers Add/Update Regular Entry

CAROL STREAM, IL 60197-6434

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		Encumber one year	1.0000	EA	700.00000	700.00
	Amount	SpeedChart					

Override PO Pct.

Purchase Order & Receiver Info Associate Receiver(s)

Distribution Lines

GL Chart Exchange Rate Statistics Assets

Copy Down	PO Percent	Percent	Amount	Quantity	GL Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Pro
<input type="checkbox"/>	1	100.0000	100.0000	700.00	1.0000	11000 581065	110	001	1000	11030		
<input type="checkbox"/>	2			0.00		11000						

Business Unit: 11000

Voucher ID: 00008149

Print Invoice

Balancing

Invoice Lines 700.00

Misc Charge Amount

Freight Amount

Step	Action
20.	Click the Amount list item. Amount



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

CAROL STREAM, IL 60197-6434

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Encumber one year	1.0000	EA	700.00000	700.00

Ship To: SpeedChart:

☐ Use One Asset ID ☐ Force Price

Override PO Pct.

Purchase Order & Receiver Info Associate Receiver(s)

GL Chart Exchange Rate Statistics Assets

	Copy Down	PO Percent	Percent	Amount	Quantity	GL Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Pro
1	<input type="checkbox"/>	100.0000	100.0000	700.00	1.0000	11000	581065	110	001	1000	11030		
2	<input type="checkbox"/>			0.00		11000							



Business Unit: 11000

Voucher ID: 00008149

Balancing

Invoice Lines	700.00
Misc Charge Amount	<input type="text"/>
Freight Amount	<input type="text"/>

Start Regular Entry - Windo...

Step	Action
21.	If you knew that \$650 needed to be applied to 581065 and the remainder to a different account, you can change the fields yourself. Enter " 650 " into the Amount field.
22.	Enter " 50 " into the Amount field.
23.	Enter the other account number into the second Account field. Enter " 534100 ".
24.	Continue entering the correct accounting information on this line. Enter " 11030 " into the Class field.
25.	Scroll down to click the Save button. 
26.	Budget check the voucher as you would for any other voucher. Click the Action list. 

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Accounts Payable Vouchers Add/Update Regular Entry

Business Unit: 11000 Invoice Number: copy PO line Budget Status: Not Chk'd

Voucher ID: 00008149 Invoice Date: 09/20/2010

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000006143

Name: KYOCERA MI-001

Location: CAROL STRE

*Address: 5 Advanced Vendor Search

KYOCERA MITA AMERICA INC

PO BOX 6434

CAROL STREAM, IL 60197-6434

*Pay Terms: 00 Now

Control Group:

Accounting Date: 10/12/2010

*Currency: USD

Total: 700.00 Calculate

Difference: 0.00

Basis Dt Type Inv Date

Comments(0)

Non Merchandise Summary

Session Defaults

Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		Encumber one year	1.0000	EA	700.00000	700.00

Ship To: 110522 SpeedChart

Use One Asset ID Force Price Calculate

Override PO Pct.

Purchase Order & Receiver Info Associate Receiver(s)

Distribution Lines

GL Chart Exchange Rate Statistics Assets

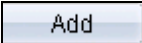
Customize Find View All First 2 of 2 Last

Step	Action
27.	<p>That concludes this first exercise in entering a PO voucher using the Purchase Order Only option.</p> <p>Click the Budget Checking list item to continue.</p> <p>Budget Checking</p>



Training Guide

Module 4 – Accounts Payable

Step	Action
28.	<p>We will now walk through a second method of entering PO vouchers. This method should be used by agencies that use Receiving. It is also the method Vendor Registry prefers agencies to use.</p> <p>Click the Add button.</p> 

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Accounts Payable Vouchers Add/Update Regular Entry

New Window Help Customize Page http

Invoice Information Payments Voucher Attributes

Business Unit: 11000 Invoice Number: Budget Status:

Voucher ID: NEXT Invoice Date: Run Print Invoice

Voucher Style: Regular Action:

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: Name: Location: Address: Advanced Vendor Search

*Pay Terms: 00 Now

Control Group:

Accounting Date: 10/12/2010

*Currency: USD Total: 0.00 Calculate

Basis Dt Type Inv Date

Comments(0)

Non Merchandise Summary

Session Defaults

Packing Slip:

Invoice Lines

Main Content

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To SpeedChart

Step	Action
29.	Once again we will start with the Worksheet Copy Option list. <div>None</div>



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information Payments Voucher Attributes

Business Unit: 11000 Invoice Number: Budget Status: Voucher ID: NEXT Invoice Date: Action: Run Print Invoice Voucher Style: Regular

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: Name: Location: Address: Advanced Vendor Search

*Pay Terms: 00 Now Bas *Control Group: *Accounting Date: 10/12/2010 *Currency: USD Total: 0.00 Calculate

Non PO Receipt
None
PO Receipt
Purchase Order Only
Template
Voucher

Session Defaults

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To SpeedChart

Step	Action
30.	Except this time, click the PO Receipt list item. <input type="text" value="PO Receipt"/>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS...

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window ? Help Customize Page http

Copy Worksheet

Unit: 11000 Voucher: NEXT [Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit: PO Number: *PO Dt Opt: No Date PO Date:

Receipt Unit:

Receipt Number From: Receipt Number To:

Receiver Line From: Line:

*Receipt Date Option: No Date Receipt Date:

Ship To: Packing Slip:

Pro Number: Bill of Lading:

Carrier ID:

Additional Search Criteria



Max Rows to Search Copy Selected Lines Reset ☒ Select All ☐ Clear All



Return

Step	Action
31.	You can bypass the PO Business Unit field and PO Number. Click in the Receipt Unit field to continue. <input type="text"/>
32.	Enter your business unit here.
33.	Search for the receipt number to pay or enter it directly into the Receipt Number From field. (Hopefully someone from Purchasing gave you the receipt number.) Enter " 000000112 " here (7 zeroes and 112).
34.	Click the Search button to show the receipt information. <input type="button" value="Search"/>
35.	<p><u>A note about receipts:</u> The receipt number you just entered shows that one line of PO #135 was received and is ready for payment. If you remember, this was the same PO you pulled in on the previous step, and 12 different lines appeared from which you had to select the proper line to pay.</p> <p>If your purchasing department used Receiving and Receipts for just the PO lines that needed to be paid by you, they would be saving you time and making your voucher entry more accurate.</p>



Training Guide Module 4 – Accounts Payable

Step	Action
36.	If the receipt information brought into this screen matches the invoice you are paying, click the Select option. 
37.	Click the Copy Selected Lines button. 

Step	Action
38.	Enter " copy receipt # " into the Invoice Number field.
39.	Enter " 09242010 " into the Invoice Date field.
40.	As in the previous step, you will want to click the Look up Location (Alt+5) button to select the right one. 
41.	We'll select the CAROL STREAM link again. 

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS...

File Edit View Favorites Tools Help

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

PO BOX 6434
CAROL STREAM, IL 60197-6434

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		Encumber one year	1.0000	EA	700.00000	700.00

Ship To: 110522 SpeedChart

☐ Use One Asset ID ☐ Force Price Calculate

Override PO Pct.

Purchase Order & Receiver Info Associate Receiver(s)

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Assets	GL Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Pro	
1				100.0000	100.0000	700.00	1.0000	110000	581065	110	001	1000	11030

Business Unit: 11000

Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Step	Action
42.	<p>Scroll down to review the accounting information. If everything came in correctly from the purchase order and the receipt, you do not have to do anything further!</p> <p>[Click Enter or the red box to continue.]</p>



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS...

File Edit View Favorites Tools Help

Favorites ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Business Unit: 11000

Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

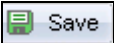


(minus) Total 700.00 Calculate

(equals)

[Non Merchandise Summary](#)

Save Notify Refresh

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#)

Step	Action
43.	Click the Save button. 
44.	<p>You have just entered a PO voucher using the method preferred by Vendor Registry!</p> <p>Using receipt numbers rather than purchase order numbers is especially helpful when the PO will be sent in multiple shipments, or when multiple payments are made against a contract PO.</p> <p>Click the Action list to budget check the voucher as usual.</p> 
45.	Click the Add button to look at some more options for entering PO vouchers. 

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

Favorites ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window ? Help http

Voucher

Find an Existing Value Add a New Value

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
46.	Click the Add button one more time. <div>Add</div>



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information Payments Voucher Attributes

Business Unit: 11000 Invoice Number: Budget Status:
Voucher ID: NEXT Invoice Date: Run Print Invoice
Voucher Style: Regular Action:

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: *Pay Terms: 00 Now Basis Dt Type Inv Date
Name: Control Group: Comments(0)
Location: Accounting Date: 10/12/2010
*Address: Advanced Vendor Search *Currency: USD Non Merchandise Summary
Total: 0.00 Calculate Session Defaults

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To SpeedChart

Step	Action
47.	<p>The purpose of this voucher exercise will be to show how you can still manipulate the accounting information and voucher amount after bringing in the PO.</p> <p>Click the Worksheet Copy Option list.</p> <p>None</p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu Accounts Payable Vouchers Add/Update Regular Entry

New Window Help Customize Page http

Invoice Information Payments Voucher Attributes

Business Unit: 11000 Invoice Number: Voucher ID: NEXT Invoice Date: Voucher Style: Regular Action: Run Print Invoice Budget Status:

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: Name: Location: Address: Advanced Vendor Search

*Pay Terms: 00 Now *Control Group: Accounting Date: 10/12/2010 *Currency: USD Total: 0.00 Calculate

Bas Non PO Receipt None PO Receipt Purchase Order Only Template Voucher

Session Defaults

Packing Slip:

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To SpeedChart

Step	Action
48.	Click the Purchase Order Only list item. Purchase Order Only



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window ? Help Customize Page http

Copy Worksheet

Unit: 11000 Voucher: NEXT [Back to Invoice](#)

PO Lookup Criteria

PO Business Unit: ☐ View Matched /Cancelled Only

PO Number From: PO Number To:

PO Line Number From: PO Line Number To:

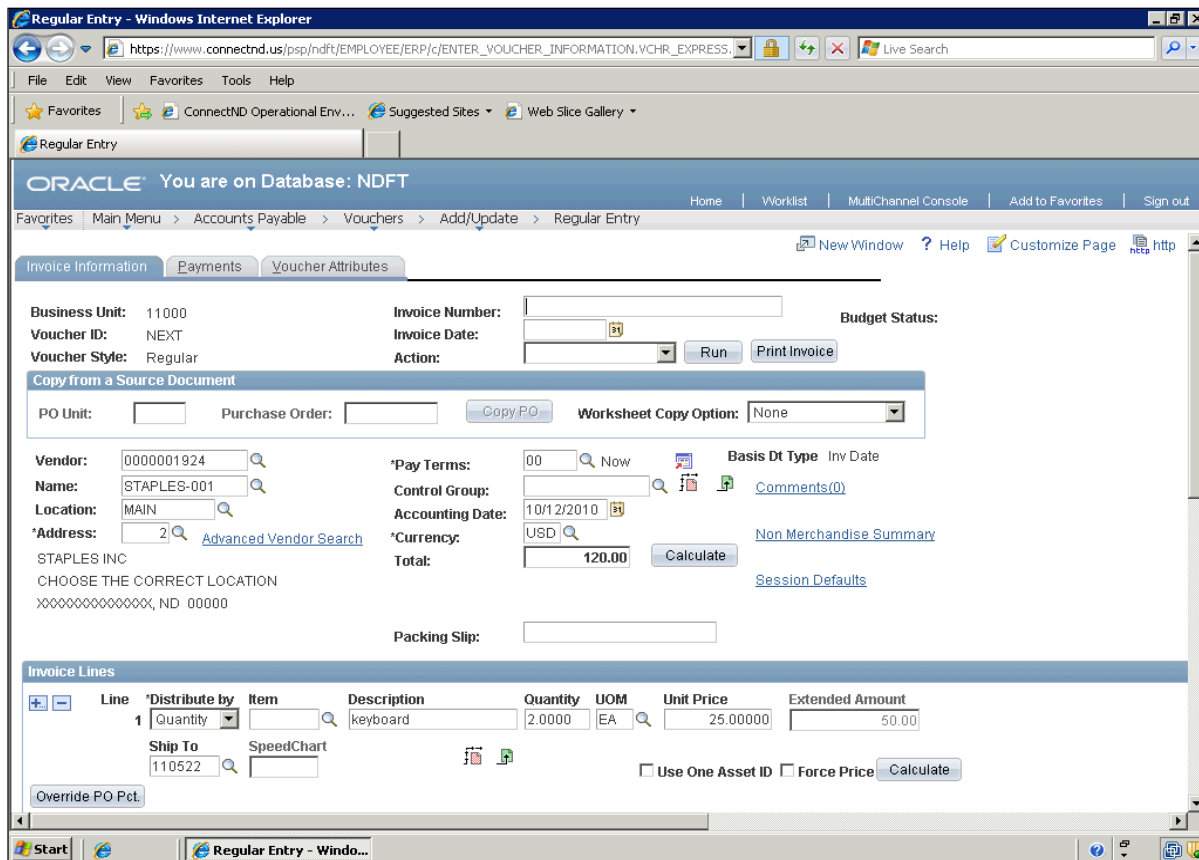
*PO Date Option: No Date PO Date:




Additional Search Criteria

Max Rows to Return ☒ Select All ☐ Clear All

Step	Action
49.	Enter "11000" into the PO Business Unit field.
50.	If you know the PO number you need to pay, you can enter it directly into the PO Number From field. Enter "0000000176" (seven zeroes and 176).
51.	Click the Search button. <input type="button" value="Search"/>
52.	Notice that the screen tells you there are two lines to this PO. Click the red box to move forward. PO Line Count: <input type="text" value="2"/>
53.	Click the View All link to see both lines. <input type="button" value="View All"/>
54.	If <u>all the lines</u> on this screen match up to your invoice, save time by clicking the Select All link. <input type="button" value="Select All"/>


Step	Action
55.	Click the Copy Selected Lines button to bring them both into the Invoice Information page. 



Step	Action
56.	Enter the Invoice Number into this field. Enter "add shipping" .
57.	Enter "09262010" into the Invoice Date field.
58.	This vendor has more than one location too. Click the Look up Location (Alt+5) button. 
59.	Click the REMITT-THE link if your invoice address is in Bismarck. 
60.	Now scroll down to the distribution information. You can see there are two invoice lines, so click the View All link. 




Training Guide Module 4 – Accounts Payable

Step	Action
61.	<p>Say that your invoice shows these two items accurately, but they are also charging you for shipping and handling. You do not have to go back and fix the PO before bringing it into the voucher - just add a row here for the shipping charges.</p> <p>Click the Add multiple new rows at row 2 (Alt+7) button.</p> 

The screenshot shows the Oracle NDFT Regular Entry interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, the 'Regular Entry' page is displayed. The 'Invoice Lines' section shows two lines: Line 1 for 'keyboard' and Line 2 for 'mouse'. The 'Distribution Lines' table below shows the breakdown for Line 1. The 'Add multiple new rows at row 2 (Alt+7)' button is highlighted in the 'Invoice Lines' section.

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Quantity		keyboard	2.0000	EA	25.00000	50.00
2	Quantity		mouse	2.0000	EA	35.00000	70.00

Copy Down	PO Percent	Percent	Amount	Quantity	GL Unit	Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Pro
1	100.0000	100.0000	50.00	2.0000	11000	531010	110	001	1000	11030		

Step	Action
62.	<p>Click the OK button to add just one more line.</p> 



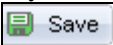
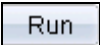
Step	Action
63.	<p>IMPORTANT NOTE: Some voucher users will enter the correct number of invoice lines on the first voucher screen, before they click the Add button. That is a smart thing to do on regular vouchers, <u>but for PO vouchers, it is better to add more invoice lines on this screen after the PO has been copied in.</u></p> <p>We won't go into detailed explanation here of why, but the system will work better by following these procedures to add shipping and handling.</p>

Step	Action
64.	If a SpeedChart is set up with your accounting data, feel free to use one here. Enter " 1000 " in the SpeedChart field.
65.	Enter the amount of the shipping charges into the Amount field. Enter " 25 ".
66.	Just enter a quantity of " 1 " in the Quantity field.
67.	If your SpeedChart does not contain an account number, enter the correct number for freight in the Account field. Enter " 621150 ".



Training Guide

Module 4 – Accounts Payable

Step	Action
68.	<p>Don't forget to add the additional shipping charges to the other amount fields on this page!</p> <p>Click the Calculate button after you have entered the amount in this field.</p> 
69.	<p>The dollar amount in the Total field will have to be corrected also. Enter "145".</p>
70.	<p>Click the Calculate button here after all amount fields have been adjusted for the freight.</p> 
71.	<p>If you do not receive any calculating errors, click the Save button.</p> 
72.	<p>Your voucher should match the invoice now and be ready for budget checking. Click the Run button to move forward.</p> 
73.	<p>You have just walked through two ways to bring PO information into a voucher: By copying the entire Purchase Order and by copying the Receipt. The method you choose will depend upon the procedure that best fits your agency's policies and whether or not the PO will have multiple vouchers made against it.</p> <p>You have also learned how to manipulate or change the distribution information as needed to make the voucher accurate. Remember, though, that PO vouchers are created differently from regular vouchers. You do not enter any information before clicking Add, including the number of invoice lines needed.</p> <p>End of Procedure.</p>

ST 4.1.9 - Creating Speedcharts

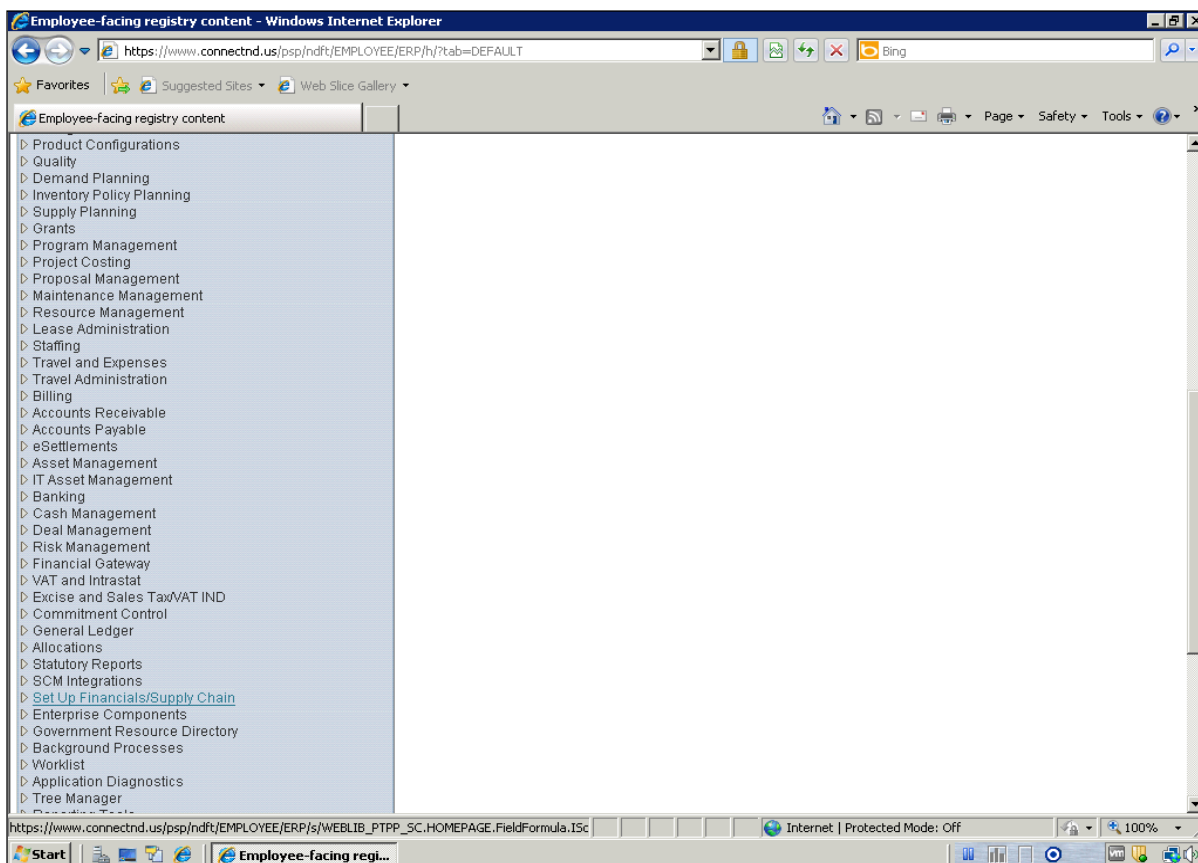
Creating SpeedCharts

Navigation: Set Up Financials / Supply Chain > Product Related > Procurement Options > Management > SpeedChart

Speedcharts are predefined chartfields assigned to a specific Speedchart Key for ease and efficiency in coding vouchers.

Procedure

This topic shows how to Create a Speedchart.

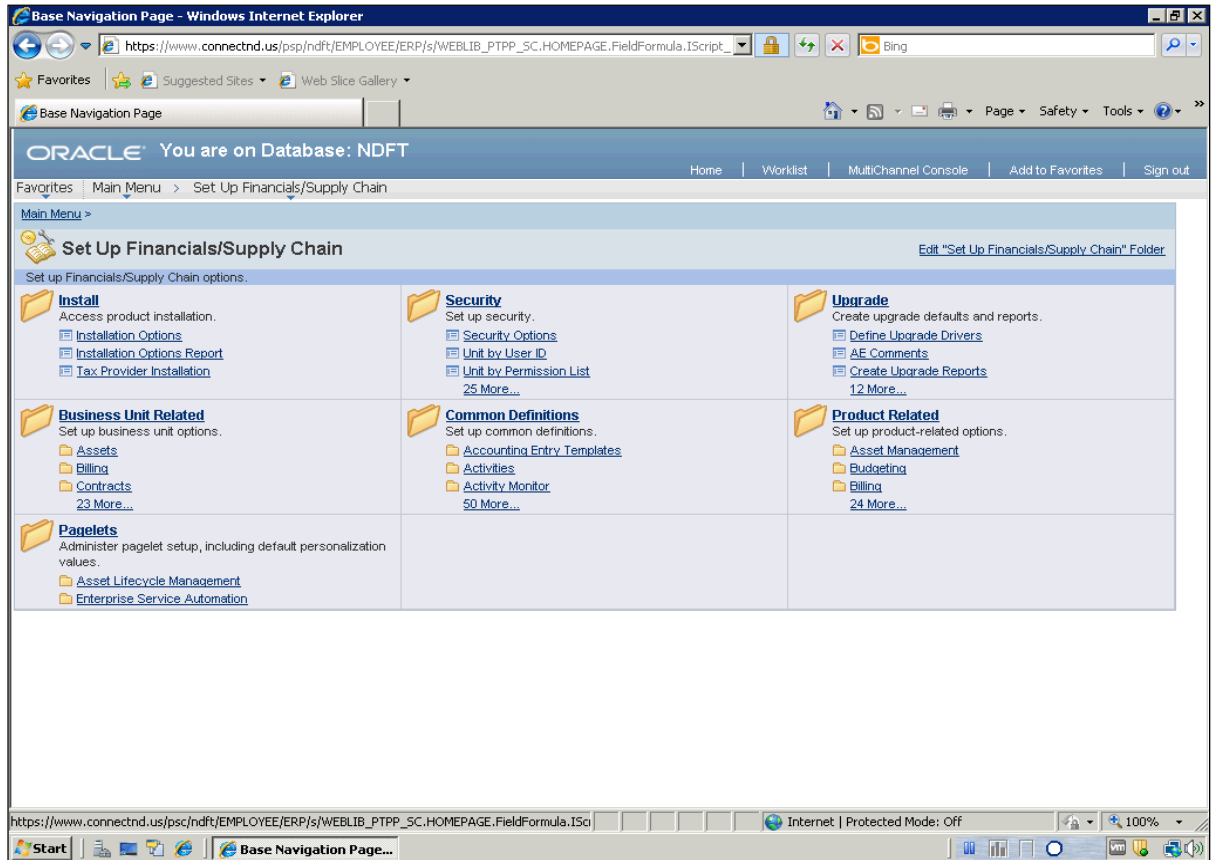


Step	Action
1.	Click the Set Up Financials/Supply Chain link. ▶ Set Up Financials/Supply Chain

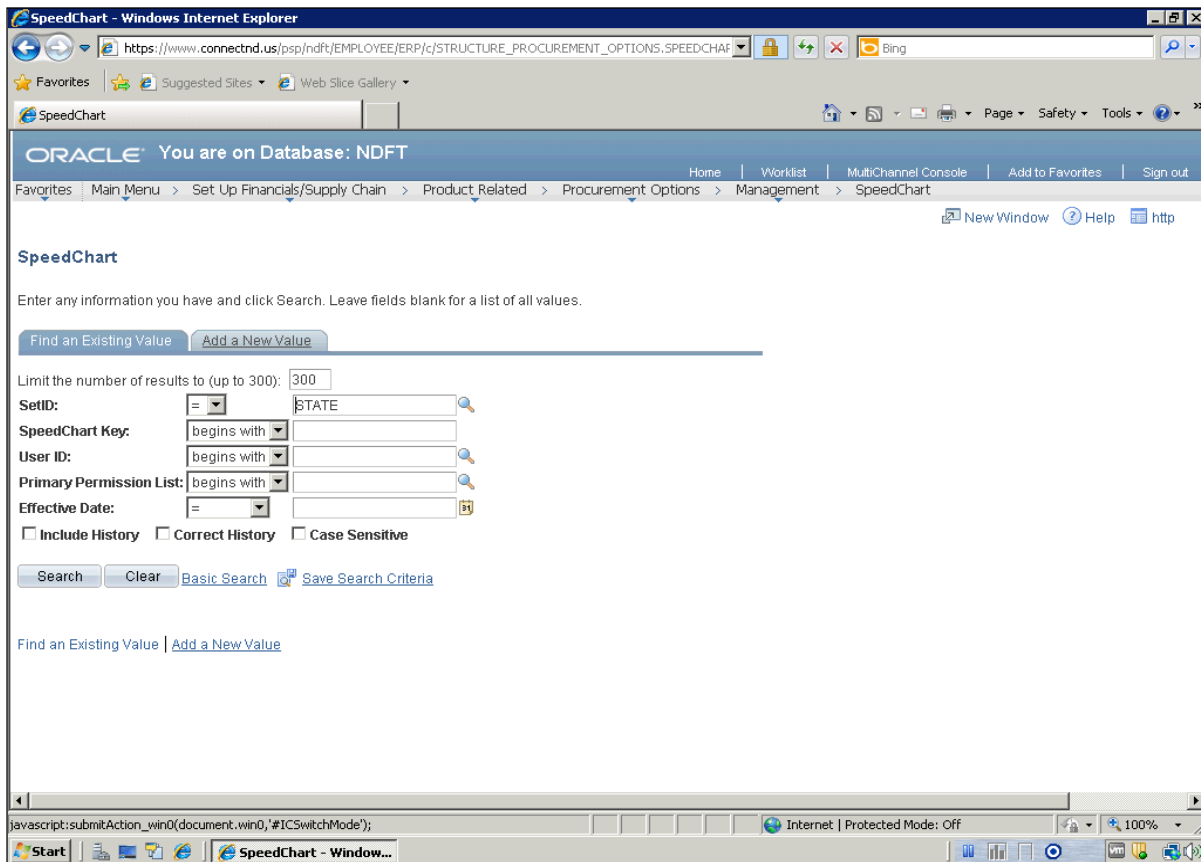



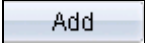
Training Guide

Module 4 – Accounts Payable



Step	Action
2.	Click the Product Related link. Product Related
3.	Click the Procurement Options link. Procurement Options
4.	Click the Management link. Management
5.	Click the SpeedChart link. SpeedChart



Step	Action
6.	Click the Add a New Value tab. 
7.	Enter the desired information into the SpeedChart Key field. Enter " 1000 ". Note: If the speedchart is being set up for a grant, a suggestion would be to give the speedchart the same name as the grant.
8.	The speedchart Effective Date can be changed to a previous date, if necessary, by selecting a date from the calendar icon or typing in the desired date.
9.	Click the Add button. 



Training Guide Module 4 – Accounts Payable

SpeedChart - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/STRUCTURE_PROCUREMENT_OPTIONS.SPEEDCHAF

SpeedChart

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Set Up Financials/Supply Chain > Product Related > Procurement Options > Management > SpeedChart

New Window | Help | Customize Page | http

SpeedChart

SetID: 11000 SpeedChart: 1000 Eff Date: 11/30/2011 *Status: Active

Description: OMB-Administration Total Percent: 100.00

Security Option

☒ Universal (All Users)

☐ One User

☐ Permission

Definition

☒ Enter Percentages

☐ Enter Weights UOM:

Description: S

Speed Charts

	Percent	Weight	GL Unit	Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity
1	100.00	0.000000										


Save Notify

Done

Internet | Protected Mode: Off

100%

Start | SpeedChart - Window...

Step	Action
10.	Enter the desired information into the Description field. Enter " State Contingencies ".
11.	Enter the desired information into the GL Unit field. Enter " 11000 ".
12.	Enter the desired information into the Oper Unit field. Enter " 110 ".
13.	Enter the desired information into the Fund field. Enter " 001 ".
14.	Enter the desired information into the Dept field. Enter " 7150 ".
15.	Enter the desired information into the Class field. Enter " 11030 ".
16.	<p>If the funds are split between two or more distributions, click the + (plus) sign at the end of the row. This will add one more row.</p> <p>Note: The more fields you populate now, the less will have to be done at the voucher level.</p>
17.	<p>Click the Save button.</p> <p> Save</p>

Step	Action
18.	This topic showed how to Create a Speedchart. End of Procedure.



Training Guide

Module 4 – Accounts Payable

ST 4.1.10 - Deleting Speedcharts

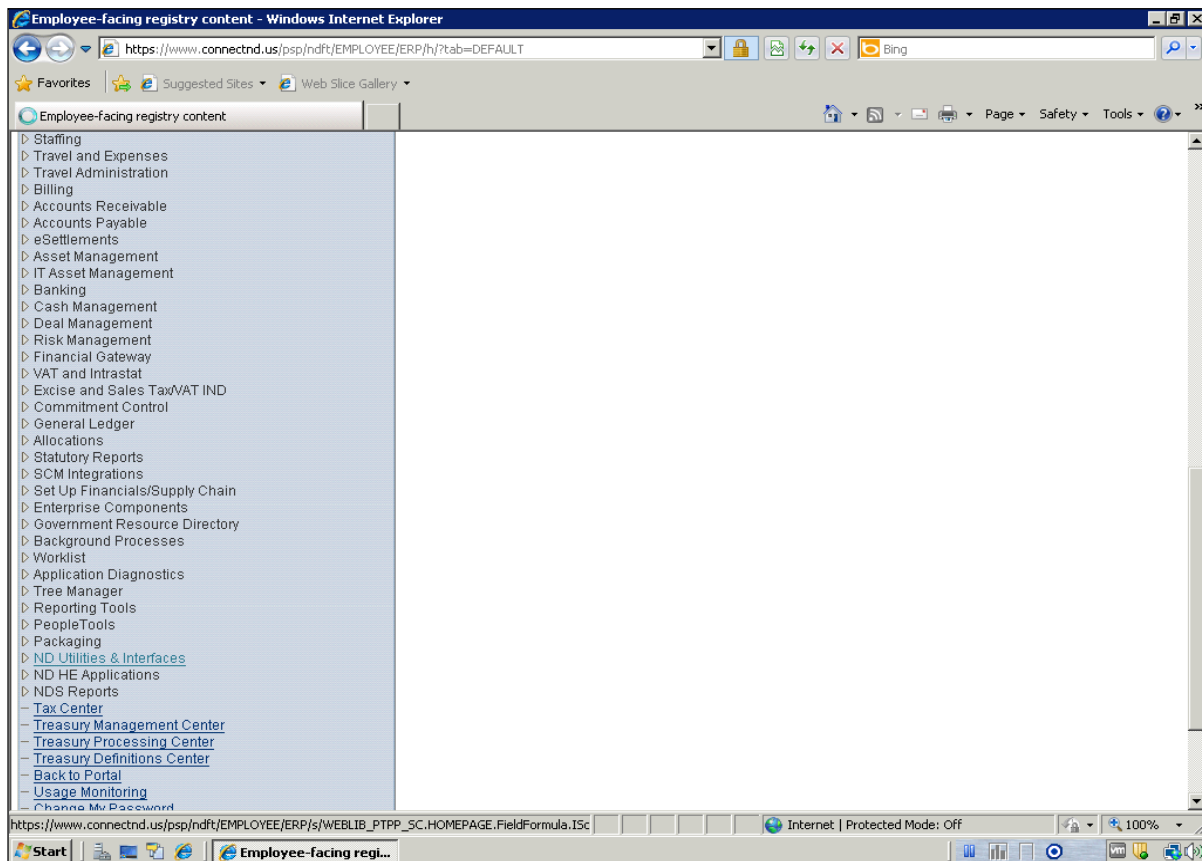
Deleting Speedcharts


Navigation: ND Utilities & Interfaces > ND ToolSet > Delete Speedcharts

Speedcharts can be deleted only if they are in inactive status.

Procedure

This topic shows how to Delete a Speedchart.

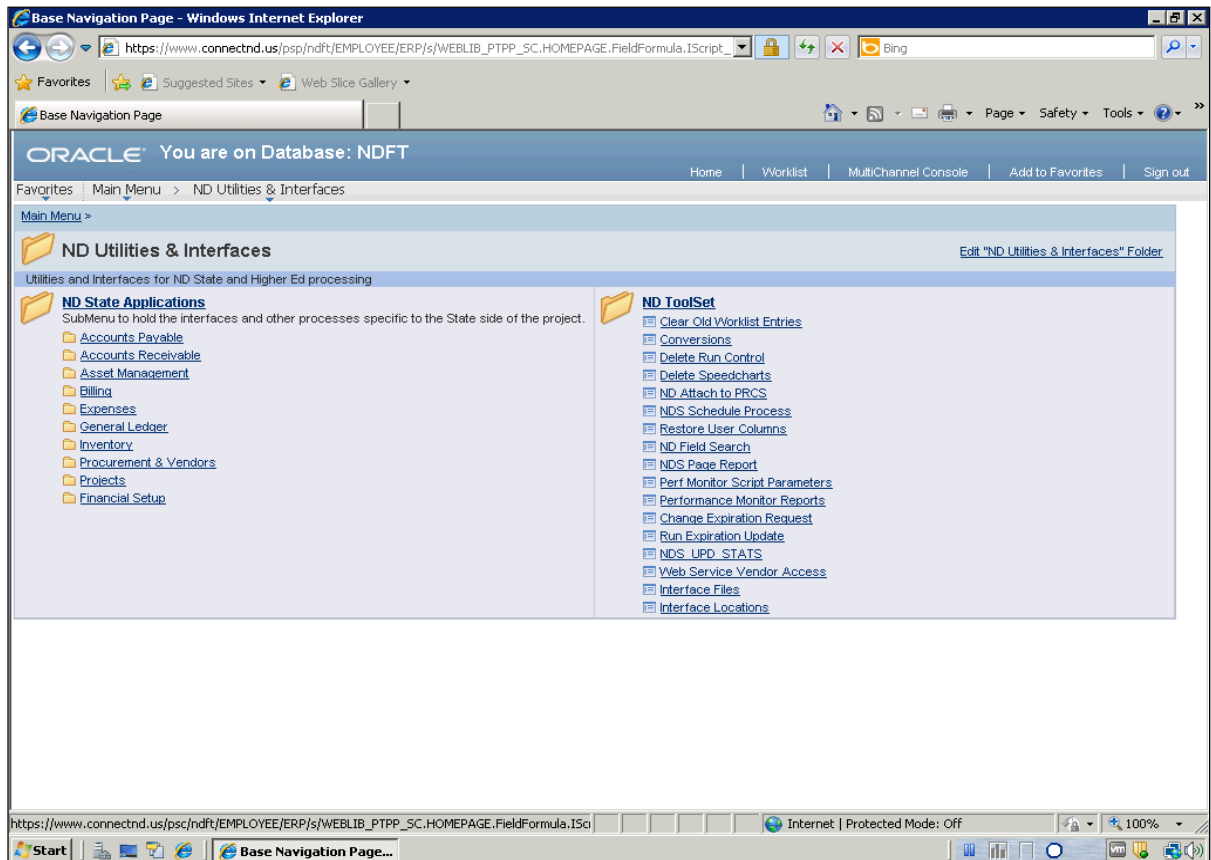


Step	Action
1.	Click the ND Utilities & Interfaces link. 

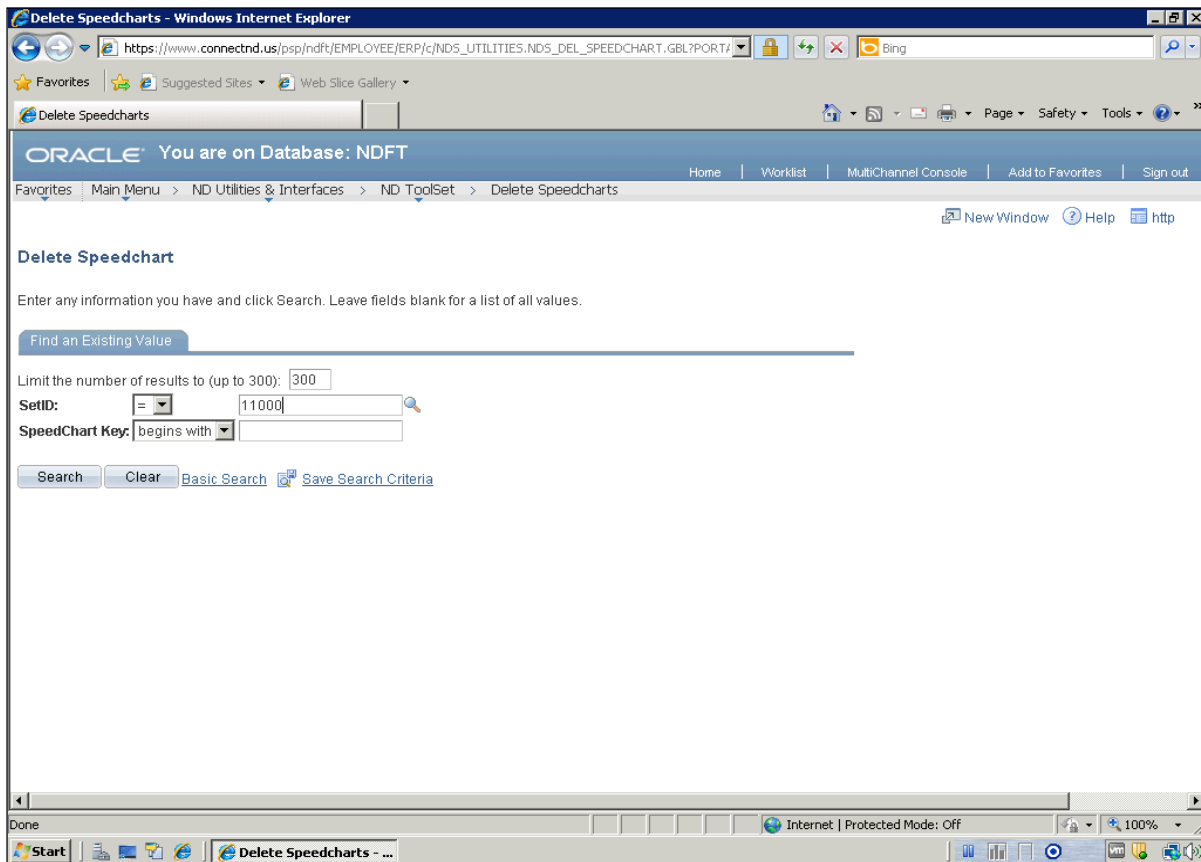




Training Guide

Module 4 – Accounts Payable



Step	Action
2.	Click the ND ToolSet link. ND ToolSet
3.	Click the Delete Speedcharts link. Delete Speedcharts

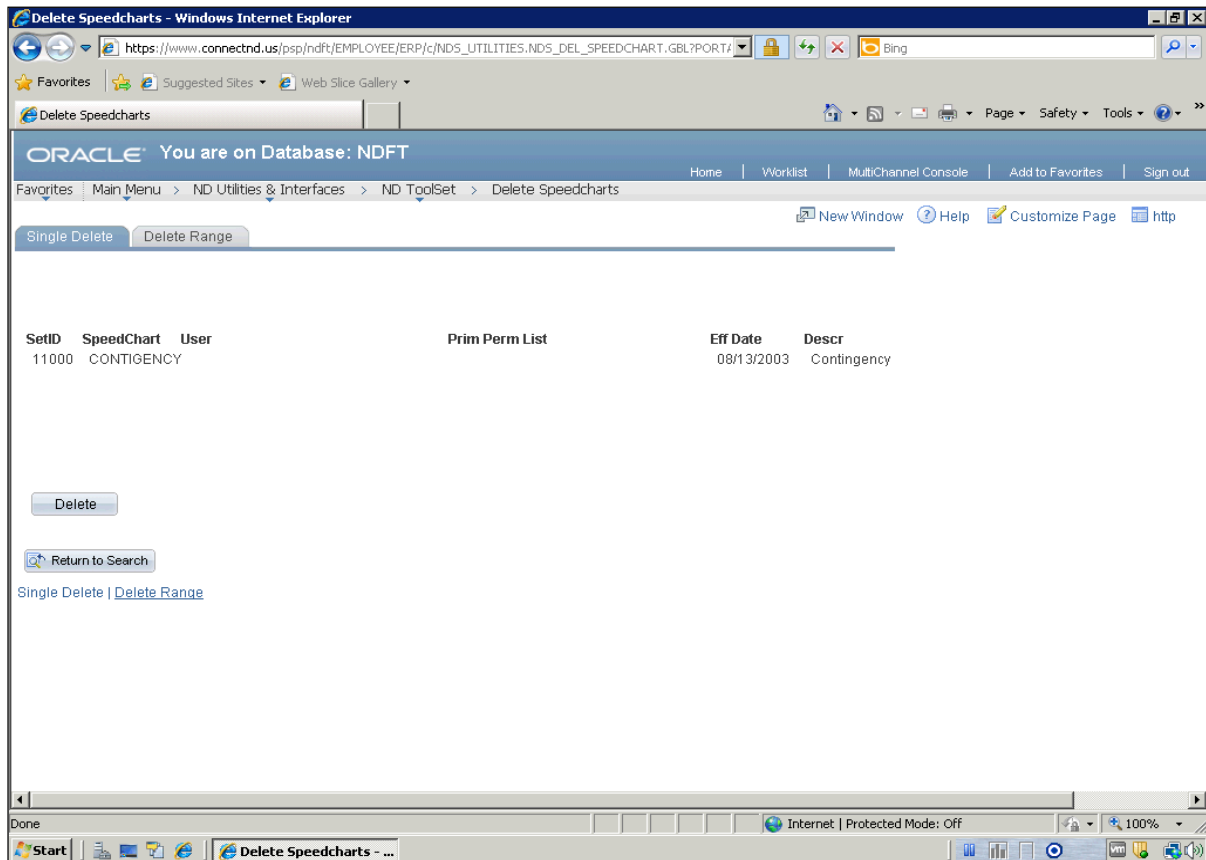



Step	Action
4.	If you know the Speedchart name, enter it into the Speedchart key field. If not, leave blank and click the Search button. 
5.	Click the Contingency link. 



Training Guide

Module 4 – Accounts Payable



Step	Action
6.	Click the Delete button. 
7.	This topic showed how to Delete a Speedchart. End of Procedure.

ST Lesson 4.2 - Using Vendors in Vouchers

NAVIGATION: *Accounts Payable > Vouchers > Add/Update > Regular Entry*

The vendor database used in PeopleSoft is maintained by the Vendor Registry Office of OMB. "Vendors" are defined as any payee that receives money through a voucher in PeopleSoft, including grant recipients and state employees.

This Lesson is designed to help users in Accounts Payable to find the right vendor for their payments and how to use them properly in voucher. The first topic will discuss various ways to find the vendors from voucher screens. The topics following cover how to choose the correct location for your payment, paying state employees, and how to use the **withholding** link in voucher.

If a new vendor needs to be set up for your particular payment, please follow the directions on how to request a new vendor at (<http://www.nd.gov/vr/vmr/manual/checklist-requesting-vendors.pdf>).

Everything covered in this Lesson can also be found on Vendor Registry's website at (<http://www.nd.gov/vr/>) There you will find links for more details on these topics in the following sections:

- Using Vendors/Payees in PeopleSoft
- Payee/Vendor Forms for Accounts Payable
- 1099 Reporting for ND State Agencies; check out the link for "1099 Reporting While Entering Vouchers."

ST 4.2.1 - How to Find Vendors in AP

How to Find Vendors in Accounts Payable Vouchers

The Vendor Registry Office strongly recommends that AP users who enter vouchers also have access to the limited vendor inquiry screen. Access is given to users with the NDS_ALL_VENDOR_INQUIRY role checked on the ConnectND Financials Security Access Request form (<http://www.nd.gov/eforms/Doc/sfn54418.pdf>). This role is found at the bottom of the Purchasing section of that form.

There are several other helpful documents regarding how to find vendors and how to use the Vendor Inquiry screens at the website (<http://www.nd.gov/vr/vmr/manual/index-2.html>) If agency users cannot find the vendor they need to pay by using the instructions on this website or in the following topic, a new vendor can be requested for set up by Vendor Registry. Please follow the instructions located at (<http://www.nd.gov/vr/vmr/manual/agency-instructions.pdf>) to request your vendor.

Key Words:



Training Guide

Module 4 – Accounts Payable

vendor
short name
Name 1
Name1
location
address
search

Version 1 dated August 23, 2010.

Procedure

Start with your basic '**Add a New Value**' tab for entering vouchers. **NOTE:** The instructions in this topic are for regular vouchers only, not for PO vouchers.

Vendor Registry recommends that voucher users select the proper vendor and location on this screen before clicking the **Add** button.

Step	Action
1.	<p>Voucher users can look up vendors by either their Short Name or Name 1. The basic rules that Vendor Registry uses to set up vendor Short Names are:</p> <ul style="list-style-type: none">(1) Use the last name of an individual(2) Enter as much of the business name in the field as possible. <p>Try more than one method of searching when looking for a vendor. Various examples of search methods will be shown in the following screens.</p>
2.	<p>Let's walk through searching by short name first. Specific groups of organizations have standard short names to search for them by a group name. This makes searching by short name the best method of finding cities in ND, a state agency, a college from the University System, or searching for an association with an acronym.</p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:



Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add





Find an Existing Value Add a New Value

Step	Action
3.	Our first example of this will be for cities within North Dakota. Enter " cities " into the Short Vendor Name field.
4.	Click the Look up Short Vendor Name (Alt+5) button. 
5.	If you scroll down the page, you will see that ND cities are entered with their primary name first, followed by "City of." This follows basic filing rules. To pay the City of Hardwood, you could click the HARWOOD,CITY OF link here. HARWOOD,CITY OF
6.	Once the correct vendor is selected, click the Look up Vendor Location (Alt+5) button. 
7.	This vendor has only one location as shown on this page. It is very important to select the proper <u>location</u> for your payments, as we will see later on. Click the MAIN link. MAIN



Training Guide

Module 4 – Accounts Payable

Step	Action
8.	<p>After selecting your vendor and the proper location, continue entering as much information on this screen as you can.</p> <p>Since we are just walking through examples here, we are going to search for a different vendor next.</p>
9.	<p>State agencies often change names, but they will always have the word "STATE" as their Short Name.</p> <p>To find the Dept. of Financial Institutions, first enter "state" into the Short Vendor Name field.</p>
10.	<p>Click the Look up Short Vendor Name (Alt+5) button.</p> 
11.	<p>To sort the vendor names alphabetically, click the Name 1 column header.</p> 
12.	<p>Notice that in addition to the short name of STATE, "State Farm" shows up in this search as well.</p> <p>Here is an example where the secondary words "Dept. of" was dropped off, and only the primary words kept. We know this vendor is a state agency, though, because of the short name.</p> <p>Click the FINANCIAL INSTITUTIONS link.</p> 
13.	<p>Now we will see what happens when we let the location default in on this screen. Click the Add button.</p> 

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

****NDFT****

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 11000 Invoice Number: Budget Status:

Voucher ID: NEXT Invoice Date: Run Print Invoice

Voucher Style: Regular Action:

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000001875 Pay Terms: 00 Now Basis Dt Type Inv Date

Name: STATE-049 Control Group: Comments(0)

Location: REMITT Accounting Date: 08/02/2010

Address: 1 Advanced Vendor Search Currency: USD Non Merchandise Summary

FINANCIAL INSTITUTIONS
2000 SCHAFER ST STE G DEPT 413
BISMARCK, ND 58501-1204

Total: 0.00 Calculate

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To: 110002 SpeedChart

Use One Asset ID Calculate

Step	Action
14.	Let's ignore the accounting information for now and click the Payments tab. Payments



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Location: REMITT
 *Address: 1
 FINANCIAL INSTITUTIONS
 2000 SCHAFER ST STE G DEPT 413
 BISMARCK, ND 58501-1204

Discount: 0.00 USD

Scheduled Due: 31
 Net Due:
 Discount Due:
 Accounting Date:

Payment Method

*Bank: BND
 *Account: BND
 *Method: GE Giro-EFT Layout
 Message: Message will appear on remittance advice.

Pay Group:
 *Handling: 03
 *Netting: N Messages

Schedule Payment

*Action: Schedule Payment Date:
 Pay: Reference:

Payment Options

Hold Payment ☐ Separate Payment ☐
 Hold Reason:
 Letter of Credit:

Payment Inquiry Holiday/Currency Options Express Payment Vendor Bank Account
 Payment Note

Step	Action
15.	<p>Because we are selecting a state agency vendor, the default location will <u>always</u> be set up for payment by IDB.</p> <p>IDB's will show up as "Giro-EFT" rather than "ACH" or "Check" in this field. That is the preferred method of payment; however, if you need to pay them by check, you will need to change the vendor <u>Location</u>. Click in the Method field to continue.</p> <p>GE</p>
16.	<p>To find the correct Location, click the Look up Location (Alt+5) button.</p> <p></p>
17.	<p>Click the REMIT-CHECK link.</p> <p>REMIT-CHECK</p>
18.	<p>Click the Invoice Information tab to go back.</p> <p>Invoice Information</p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

****NDFT****

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 11000 Invoice Number: Budget Status:

Voucher ID: NEXT Invoice Date: Run Print Invoice

Voucher Style: Regular Action:

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000001875 Pay Terms: 00 Now Basis Dt Type Inv Date

Name: STATE-049 Control Group: Comments(0)

Location: REMITT Accounting Date: 08/02/2010 Non Merchandise Summary

Address: 1 Advanced Vendor Search Currency: USD Total: 0.00 Calculate Session Defaults

FINANCIAL INSTITUTIONS
2000 SCHAFER ST STE G DEPT 413
BISMARCK, ND 58501-1204

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To: 110002 SpeedChart

Use One Asset ID Calculate

Step	Action
19.	<p>If the correct location does not automatically fill in on this screen from the Payments tab, click in the Location field to choose the correct one here, also.</p> <p>REMITT</p>
20.	<p>IMPORTANT: Changing the address of a vendor will do you no good - ever. The payment method follows the <u>Location</u> you choose, not the address. In addition, changing the location on this screen does not always follow through to the Payment tab - you will need to check that page if you change the Location on the Invoice Information tab.</p>



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS

File Edit View Favorites Tools Help

★ Favorites ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

****NDFT****

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:


Invoice Date:






Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
21.	Now let's try to find a North Dakota State University vendor. The 11 colleges in the ND University System all have their acronyms as their short names. Enter " ndsu " into the Short Vendor Name field.
22.	Click the Look up Short Vendor Name (Alt+5) button. 
23.	Click the Name 1 column header to sort. Name 1
24.	Sorting by Name 1 alphabetically in this case does not help you find the main vendor for NDSU -- you will see a lot of their clubs and organizations instead. If this happens, click the Vendor ID column header to sort by vendor number. Vendor ID
25.	The main college vendors <u>should</u> be set up first. Click the NORTH DAKOTA STATE UNIVERSITY link. NORTH DAKOTA STATE UNIVERSITY

Step	Action
26.	Ready for a shock? Click the Look up Vendor Location (Alt+5) button. 
27.	This vendor has 160 locations to choose from! Since the location names are listed alphabetically, you should be able to find the particular office you need to pay. Click the BUSINESS OFFICE link. BUSINESS OFFICE
28.	That is how to find a ND college or university that is part of the state University System. Next we will try to find an individual's vendor.
29.	As stated earlier, individuals have their last names as their short name. To find "Chris Johnson," enter " johnson " into the Short Vendor Name field.
30.	Click the Look up Short Vendor Name (Alt+5) button. 
31.	As you scroll down the screen, you see that the short name of "Johnson" is just too generic -- there are too many vendors listed in this manner.
32.	Erase the short name of Johnson on this page - press [Delete] .
33.	And enter a little more information under Name 1 on the same screen. In our example, we know that we want to pay "Chris Johnson," but we don't know if he goes by Chris or Christopher. To keep your search broad, enter " johnson,c " into the Name 1 field.
34.	Click the Look Up button. 
35.	Here we can see that there are two Chris's, two Christine's and two Christophers! Click the JOHNSON,CHRISTOPHER W link. [NOTE: There is never a space between the comma and the first name, so you should not try search with a space either.] JOHNSON,CHRISTOPHER W
36.	The name looks right, but to make sure we have the correct Christopher, click the Look up Vendor Location (Alt+5) button. 
37.	This screen doesn't give us enough information. We know he doesn't live in Grand Forks, so click the MAIN link. MAIN
38.	Another way to make sure you have the correct individual is to verify the address on the next screen. Click the Add button. 



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 11000 Invoice Number: Budget Status:

Voucher ID: NEXT Invoice Date: Run Print Invoice

Voucher Style: Regular Action:

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000123909 Pay Terms: 00 Now Basis Dt Type Inv Date

Name: JOHNSON-920 Control Group: Comments(0)

Location: MAIN Accounting Date: 08/02/2010 Non Merchandise Summary

Address: 1 Advanced Vendor Search Currency: USD Calculate Session Defaults

JOHNSON,CHRISTOPHER W
12290 EASTMAN RD
EDEN, SD 57232

Total: 0.00 Calculate

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00
	Ship To	SpeedChart					
		110002					

Use One Asset ID Calculate

Step	Action
39.	<p>This address matches our information. Click the EDEN, SD 57232 object to continue learning how to search for vendors.</p> <p>EDEN, SD 57232</p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndrt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:




Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add



Find an Existing Value Add a New Value

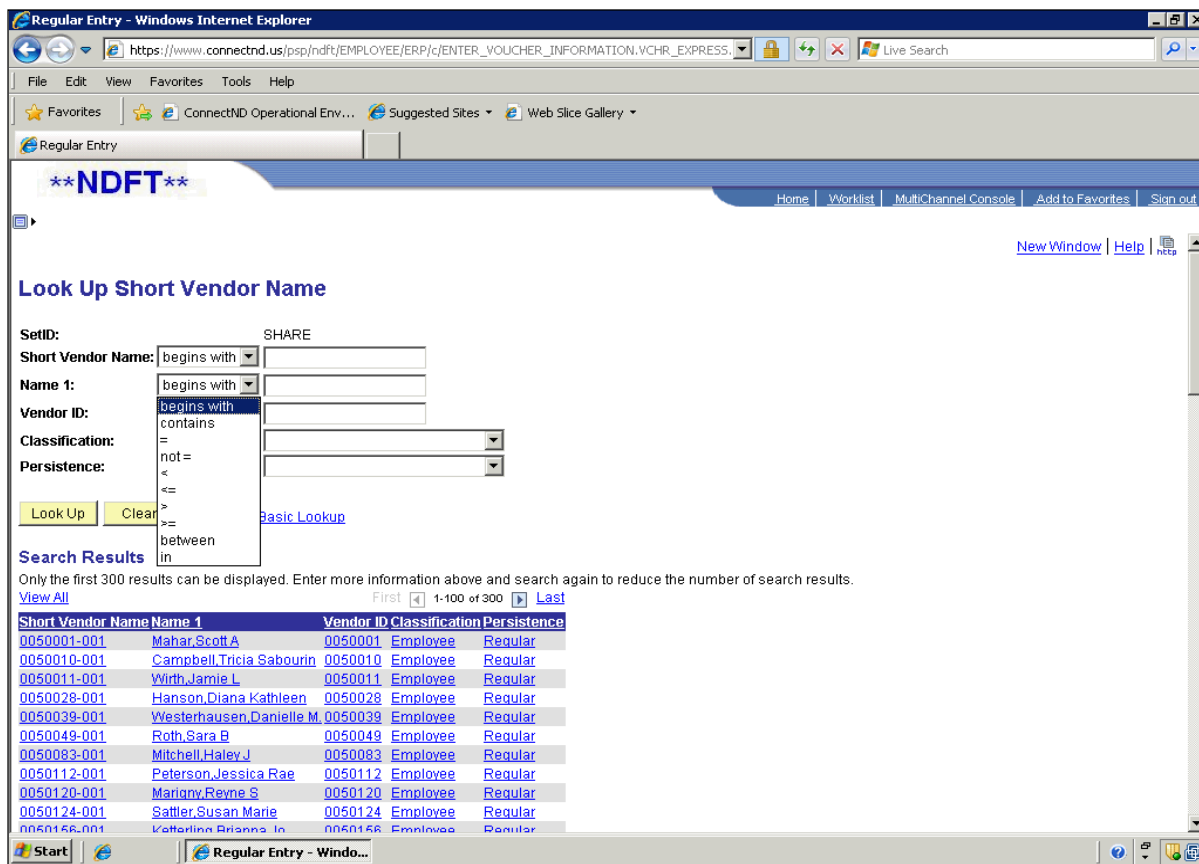
Step	Action
40.	You can use the look up function here without entering anything as a Short Vendor Name first. Click the Look up Short Vendor Name (Alt+5) button. 
41.	Sometimes it is hard to know the exact name a vendor goes by. For example, Midcontinent Communications is also referred to as "Midco." We advise keeping your search criteria short and sweet to find your vendor. Enter " midco " into the Name 1 field.
42.	Click the Look Up button. 
43.	By doing that we will find two other vendors that begin with "Midco," but Midcontinent Business Solutions shows up as the one we want to pay. Next let's try to find Brown & Saenger. Enter " brown " into the Name 1 field.
44.	Click the Look Up button. 



Training Guide

Module 4 – Accounts Payable

Step	Action
45.	Since "Saenger" is often misspelled by users, this is another example how entering just "Brown" will help you find the right vendor. Click the BROWN & SAENGER link to continue. BROWN & SAENGER
46.	Now we need to see what happens with associations and acronyms. Enter " nace " into the Short Vendor Name field.
47.	Acronyms: The world is filling up with them. Because so many organizations share the same acronym, Vendor Registry does <u>not</u> use them in the Name 1 field. They will enter acronyms as a short name, however. In this example, we want to find a group that calls itself NACE. Click the Look up Short Vendor Name (Alt+5) button. 
48.	Look at the three vendors listed below. The acronym of NACE can mean very different things! By using the complete name in Name 1 , users can find the correct association to pay.
49.	This time we want to find the American Association of Cereal Chemists to pay. We can first enter the Short Vendor Name of " AACC ".
50.	That is one way to find this vendor. Point to the AMERICAN ASSOCIATION OF CEREAL CHEMISTS link.
51.	Another way is to search by the <u>primary</u> name within Name 1. Click the Name 1 list to move forward. 



Step	Action
52.	Click the contains list item. contains



Training Guide

Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS...

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Look Up Short Vendor Name

SetID: SHARE

Short Vendor Name: begins with

Name 1: contains

Vendor ID: begins with

Classification: =

Persistence: =

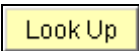


Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

Short Vendor Name	Name 1	Vendor ID	Classification	Persistence
0050001-001	Mahar, Scott A	0050001	Employee	Regular
0050010-001	Campbell, Tricia Sabourin	0050010	Employee	Regular
0050011-001	Wirth, Jamie L	0050011	Employee	Regular
0050028-001	Hanson, Diana Kathleen	0050028	Employee	Regular
0050039-001	Westerhausen, Danielle M	0050039	Employee	Regular
0050049-001	Roth, Sara B	0050049	Employee	Regular
0050083-001	Mitchell, Haley J	0050083	Employee	Regular
0050112-001	Peterson, Jessica Rae	0050112	Employee	Regular
0050120-001	Marion, Reyna S	0050120	Employee	Regular
0050124-001	Sattler, Susan Marie	0050124	Employee	Regular
0050156-001	Katharina Brianna In	0050156	Employee	Regular

Step	Action
53.	Enter the primary word of the vendor's name into the Name 1 field. Enter " CEREAL ".
54.	Click the Look Up button. 
55.	Using the "contains" attribute can help you find all sorts of vendors. Click the AMERICAN ASSOCIATION OF CEREAL CHEMISTS link to continue. 
56.	We're almost done, but we need to learn one more very important lesson about vendor names. Click the Look up Vendor ID (Alt+5) button. 

Step	Action
57.	<p>NOTE: Because so many vendors begin with the same name, Vendor Registry determined that the following list of words would <u>not</u> be used at the beginning of a vendor name:</p> <p>--North Dakota or ND --Association of --Society of --National</p> <p>So to find an association by primary words, click the Name 1 list to find "contains" again.</p> <p>begins with ▾</p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

Regular Entry

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Look Up Vendor ID

SetID: SHARE

Vendor ID: begins with ▾

Short Vendor Name: begins with ▾

Name 1: begins with ▾

Classification: begins with ▾
contains ▾
= ▾
not = ▾

Persistence: ▾

Look Up Clear

Basic Lookup

Search Results

Only the first 300 results are displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

Vendor ID	Short Vendor Name	Name 1	Classification	Persistence
0000000001	LINCOLN-001	LINCOLN NATIONAL LIFE	HCM	Permanent
0000000002	PERSFLX-001	PERS-FLEXCOMP, ND	HCM	Permanent
0000000003	PERSINS-001	PERS GROUP INSURANCE, ND	HCM	Permanent
0000000004	COLLECTCTR-001	COLLECTION CENTER INC	HCM	Permanent
0000000005	PAULREVERE-002	PAUL REVERE LIFE INSURANCE GROUP, THE	HCM	Permanent
0000000006	TFFR-001	RIO TEACHERS FUND FOR RETIREMENT,ND	HCM	Permanent
0000000007	JSRETPUR-001	JOB SERVICE RETIREMENT PLAN	HCM	Permanent
0000000008	JACKSONNAT-001	JACKSON NATIONAL LIFE INS CO	HCM	Permanent
0000000009	WADDELL-001	WADDELL & REED FINANCIAL SERVICES	HCM	Permanent
0000000010	ING LIFE-001	ING LIFE INSURANCE & ANNUITY CO	HCM	Permanent
0000000011	METLIFE-001	METROPOLITAN LIFE	HCM	Permanent

Step	Action
58.	<p>Click the contains list item.</p> <p>contains</p>



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.

File Edit View Favorites Tools Help

ConnectND Operational Env... Suggested Sites Web Slice Gallery

Regular Entry

NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Look Up Vendor ID

SetID: SHARE

Vendor ID: begins with

Short Vendor Name: begins with

Name 1: contains

Classification: =

Persistence: =

Look Up Clear Cancel Basic Lookup

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

Vendor ID	Short Vendor Name	Name 1	Classification	Persistence
0000000001	LINCOLN-001	LINCOLN NATIONAL LIFE	HCM	Permanent
0000000002	PERSFLX-001	PERS-FLEXCOMP_ND	HCM	Permanent
0000000003	PERSINS-001	PERS GROUP INSURANCE_ND	HCM	Permanent
0000000004	COLLECTCTR-001	COLLECTION CENTER INC	HCM	Permanent
0000000005	PAULREVERE-002	PAUL REVERE LIFE INSURANCE GROUP, THE	HCM	Permanent
0000000006	TFFR-001	RIO TEACHERS FUND FOR RETIREMENT_ND	HCM	Permanent
0000000007	JSRETREPUR-001	JOB SERVICE RETIREMENT PLAN	HCM	Permanent
0000000008	JACKSONNAT-001	JACKSON NATIONAL LIFE INS CO	HCM	Permanent
0000000009	WADDELL-001	WADDELL & REED FINANCIAL SERVICES	HCM	Permanent
0000000010	ING LIFE-001	ING LIFE INSURANCE & ANNUITY CO	HCM	Permanent
0000000011	METLIFE-001	METROPOLITAN LIFE	HCM	Permanent

Step	Action
59.	Enter " COUNTY ENGINEER " into the Name 1 field.
60.	<p>SIDE NOTE: Do you see the letters "HCM" under the heading of 'Classification' on the search results? Never select an HCM vendor for a regular agency voucher. Those vendors are established for use by OMB and PERS payroll offices only.</p> <p>Click the Look Up button to continue our topic.</p> <p>Look Up</p>
61.	<p>This is a perfect example of what we have been talking about. Two associations showed up using these primary words, the state association and the national one. Notice that the words "National" and "ND" will follow the primary words after a comma. The acronyms are slightly different in the Short Name column.</p> <p>Click the COUNTY ENGINEERS,NATIONAL ASSN OF link to continue.</p> <p>COUNTY ENGINEERS,NATIONAL ASSN OF</p>

Step	Action
62.	<p data-bbox="342 264 1338 363">Thank you for walking through these search methods. The ability to find the vendor you need will save you and the Vendor Registry office so much time rather than submitting a request for a new vendor.</p> <p data-bbox="342 401 1338 592">If you cannot find a vendor using these methods, please assume that the vendor does not exist and collect a W-9 from the vendor. Vendor Registry will not set up a new vendor without this form. Use one of the forms from our website (http://www.nd.gov/vr/registration/busreg.html), then submit a request to spovendor@nd.gov when you have the signed W-9 collected from the vendor. End of Procedure.</p>



ST 4.2.2 - Choosing the Correct Location in Vouchers

Choose the Correct Location in Vouchers

The **Location**, not the address, determines how a vendor will be paid in voucher. The Location contains the correct method of payment (ACH or check) plus it is set up to be reportable or not, as the situation warrants. Once the voucher enterer has determined what they are paying the vendor for (services or supplies), the next step is to find the correct location.

For more information on this topic, please see the website
at <http://www.nd.gov/vr/1099/choosing-correct-location.pdf>
(<http://www.nd.gov/vr/1099/choosing-correct-location.pdf>)

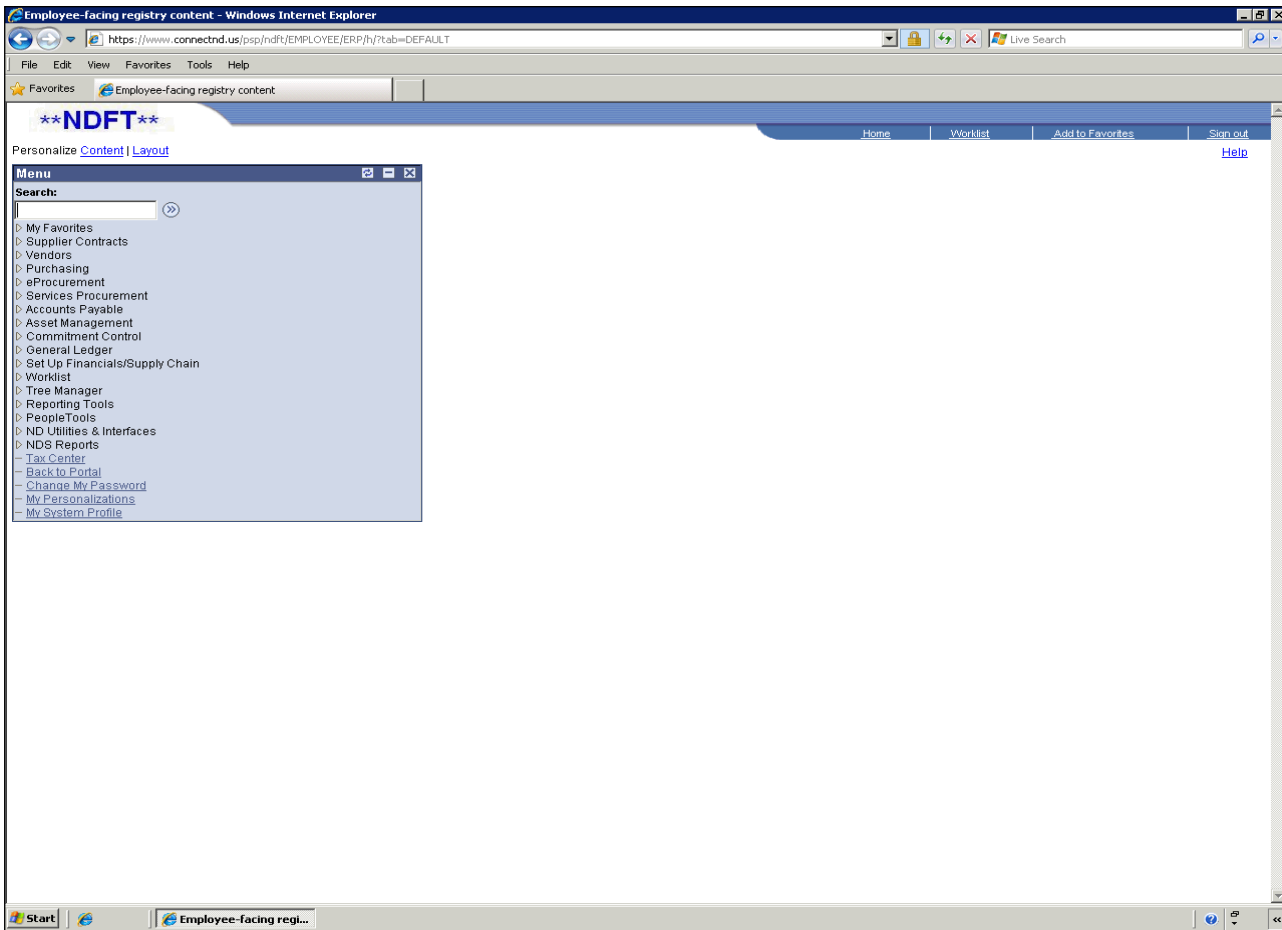
Key Words:


location
locations
reportable
non-reportable
nonreportable

Version 1 dated 07/22/2010.

Procedure

This topic covers two scenarios that demonstrate the importance of choosing the correct location when paying a vendor.

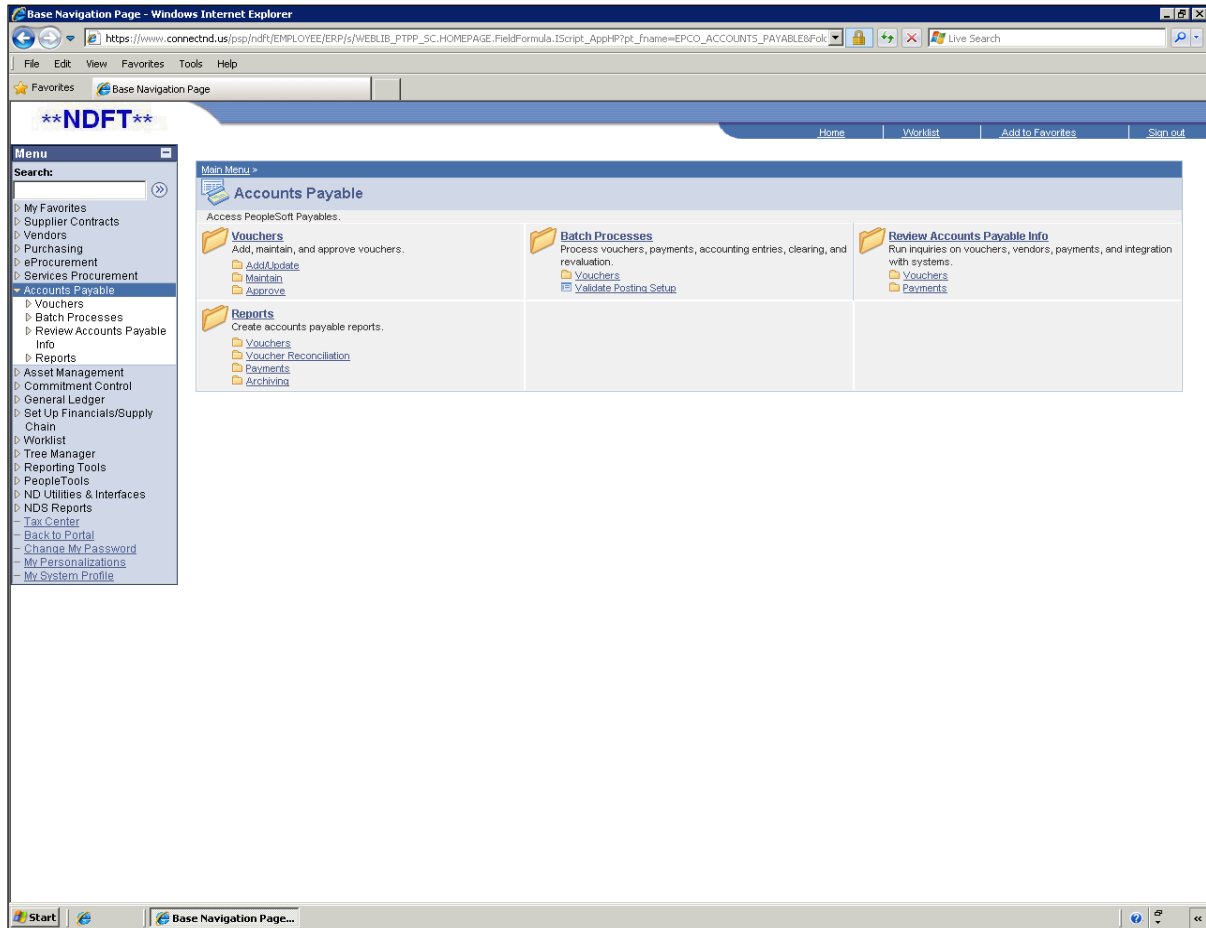


Step	Action
1.	Click the Accounts Payable link.  Accounts Payable



Training Guide

Module 4 – Accounts Payable



Step	Action
2.	Click the Vouchers link. Vouchers
3.	Click the Regular Entry link. Regular Entry

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: PRAIRIE

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:


Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1


Add

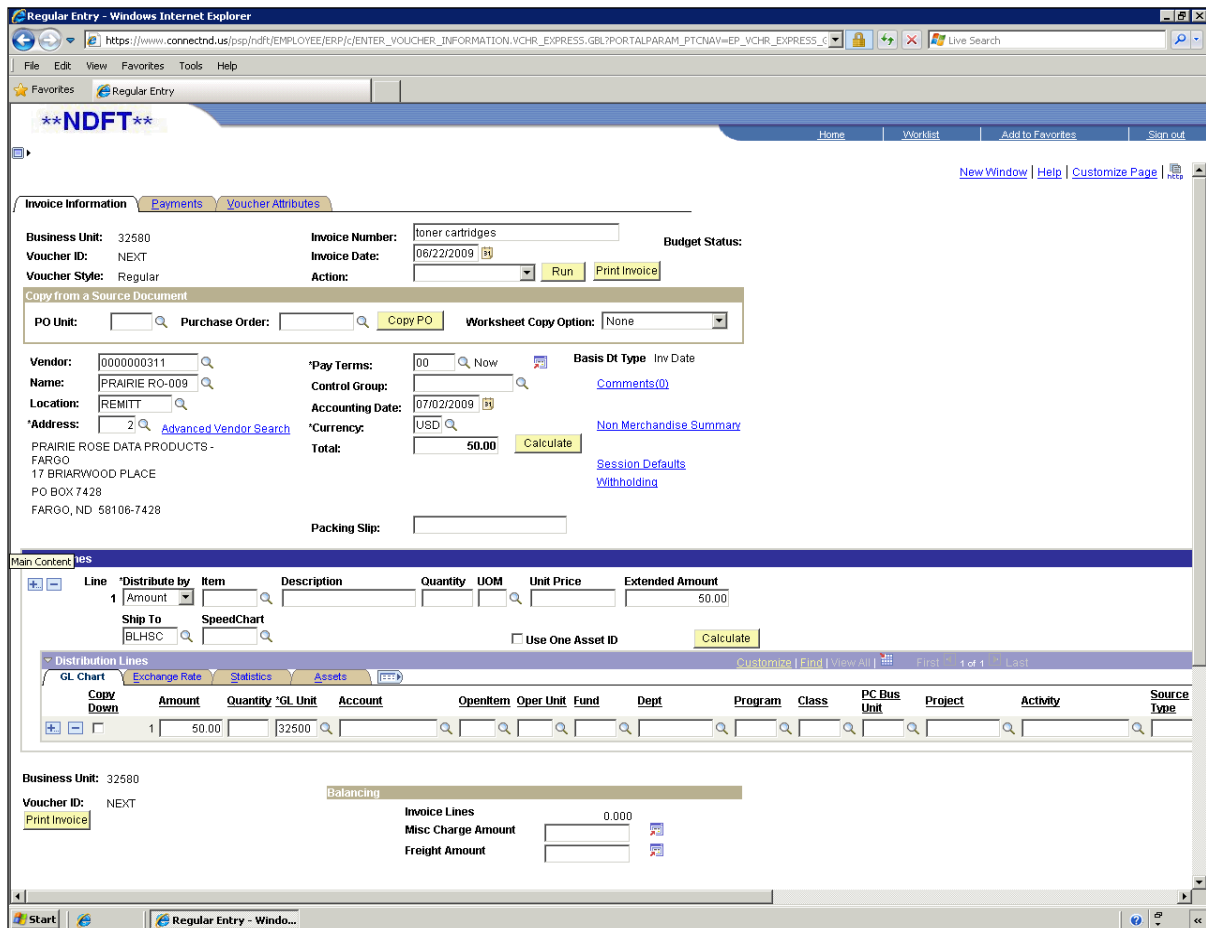
Find an Existing Value Add a New Value

Step	Action
4.	In this example, we are going to pay a REPORTABLE vendor for NON-REPORTABLE goods. Click the Look up Short Vendor Name (Alt+5) button to search on "Prairie." 
5.	You may have to scroll down the page to find the vendor name you need.
6.	Click the PRAIRIE ROSE DATA PRODUCTS - FARGO link. PRAIRIE ROSE DATA PRODUCTS - FARGO
7.	Click the Look up Vendor Location (Alt+5) button. 
8.	As you can see, there are four locations set up for various payments. For this voucher, click the 1099 NON-REPORTABLE SUPPLIES link. 1099 NON-REPORTABLE SUPPLIES
9.	Enter the invoice information as usual into the Invoice Number field. For this example, enter " toner cartridges ".



Training Guide Module 4 – Accounts Payable

Step	Action
10.	Enter " 50.00 " into the Gross Invoice Amount field.
11.	Click the Add button. 



Regular Entry - Windows Internet Explorer

https://www.connectnd.us/ppp/ndR/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: toner cartridges Budget Status:

Voucher ID: NEXT Invoice Date: 06/22/2009

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000000311 *Pay Terms: 00 Now Basis Dt Type: Inv Date

Name: PRAIRIE RO-009 Control Group: Comments(0)

Location: REMITT Accounting Date: 07/02/2009

*Address: 2 Advanced Vendor Search *Currency: USD Non Merchandise Summary

PRAIRIE ROSE DATA PRODUCTS - FARGO 17 BRIARWOOD PLACE PO BOX 7428 FARGO, ND 58106-7428

Total: 50.00 Calculate Session Defaults Withholding

Packing Slip:

Main Content: JES

Line 1 Distribute by Item Description Quantity UOM Unit Price Extended Amount

1 Amount 50.00

Ship To: BLHSC SpeedChart Use One Asset ID Calculate

Distribution Lines

GL Chart Exchange Rate Statistics Assets

Copy Down Amount Quantity *GL Unit Account OpenItem Oper Unit Fund Dept Program Class PC Bus Unit Project Activity Source Type

1 50.00 32500

Business Unit: 32580 Voucher ID: NEXT Print Invoice

Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Step	Action
12.	<p>The Withholding link is going to show up even though you selected the right location, because <u>the vendor itself is reportable</u>.</p> <p>Click this link to make sure that your voucher will report correctly (or not). Withholding</p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: toner cartridges Vendor: 0000000311 PRAIRIE ROSE DATA PRODUCTS - FARGO
 VAT Entity: Voucher: NEXT Date: 06/22/2009

Withholding Option
 Postpone Withholding ☐

Invoice Line Withhold Information Find View All First 1 of 1 Last

Line	Description	Withholding Code	Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details Customize Find View All First 1 of 1 Last

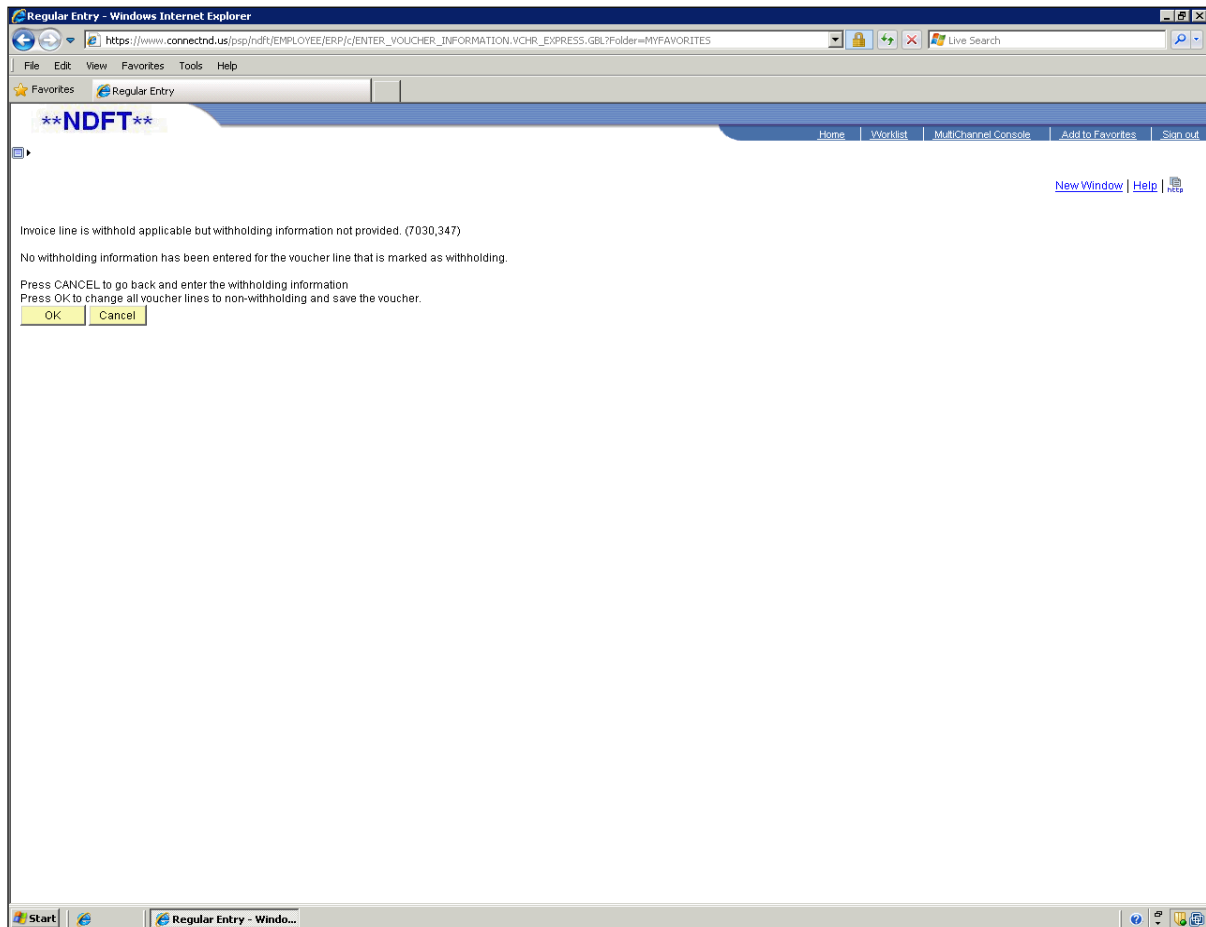
	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1								Payment	<input type="checkbox"/>

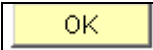
Step	Action
13.	Because you selected a location that was set up as "non-reportable," the Withholding Details on this screen are blank. That is what you want to see when you are purchasing goods or commodities. Click the Back to Invoice link after verifying that everything looks correct. Back to Invoice
14.	Whenever you are using a non-reportable location on a reportable vendor, you will receive an error message like the one on the following page.



Training Guide

Module 4 – Accounts Payable



Step	Action
15.	<p>This warning message will appear when saving a voucher where there is a withholding link with the actual 1099 information removed, like in our current example. The system is giving you the option of going back to enter the missing withholding information - by clicking CANCEL - or keeping the voucher lines as non-withholding - by clicking OK.</p> <p>Since we do not want reporting on this voucher, click the OK button.</p> 
16.	<p>This next example will show how a reportable vendor (Midcontinent Business Solutions) can have a variety of reportable and non-reportable locations to choose from.</p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: midco

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:



Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add


Find an Existing Value Add a New Value

Step	Action
17.	Click the Look up Short Vendor Name (Alt+5) button to search on "midco." 
18.	Click the MIDCONTINENT BUSINESS SOLUTIONS link. MIDCONTINENT BUSINESS SOLUTIONS
19.	Click the Look up Vendor Location (Alt+5) button. 



Training Guide

Module 4 – Accounts Payable

Step	Action
20.	<p>There are three locations on this screen that most users should never select:</p> <ol style="list-style-type: none">1. MAIN - this one tells you to select another location.2. 614291 - If you do not work for Voc Rehab, you will never use this.3. BIDS - This is for the bidder system information only, not payments. <p><u>Therefore, your only payment choices for this vendor are:</u></p> <ol style="list-style-type: none">1. 1099REPORT - For services other than advertising.2. 2REMIT - Midcontinent wants their advertising payments to go to a specific address, so you would select this location for advertising bills.3. REMIT - Non reportable payments for utilities (monthly cable) or supplies. <p>Click the ADVERTISING-3901 N LOUISE AVE link on 2REMIT for this topic.</p> <p>ADVERTISING-3901 N LOUISE AVE</p>
21.	Enter " 1000.00 " into the Gross Invoice Amount field.
22.	<p>Click the Add button.</p> <p></p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_FTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: TV ads in June Budget Status:

Voucher ID: NEXT Invoice Date: 06/30/2009

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000081925 Pay Terms: 00 Now Basis Dt Type: Inv Date

Name: MIDCONTINE-005 Control Group: Comments(0)

Location: 2REMIT Accounting Date: 07/02/2009

Address: 4 Advanced Vendor Search Currency: USD Non Merchandise Summary

MIDCONTINENT BUSINESS SOLUTIONS
MIDCONTINENT COMMUNICATIONS
ADVERTISING
3801 N LOUISE AVE
SIOUX FALLS, SD 57107

Total: 1,000.00 Calculate Session Defaults Withholding

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						1,000.00

Ship To: BLHSC

Use One Asset ID Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	FTT
Copy Down	Amount	Quantity	GL Unit	Account

Business Unit: 32580 Balancing

Voucher ID: NEXT Invoice Lines 0.000

Print Invoice Misc Charge Amount

Freight Amount

Step	Action
23.	Because the Withholding link appears, we will want to make sure that the screen is set up correctly for our payment. Withholding



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndr/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: TV ads in June Vendor: 0000081925 MIDCONTINENT BUSINESS SOLUTIONS
 VAT Entity: Voucher: NEXT Date: 06/30/2009

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information

Find View All First 1 of 1 Last

Line	Description	Withholding Code	Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details

Customize Find View All First 1 of 1 Last

Entity	Type	Jurisdiction	Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099	FED	07				Payment	<input checked="" type="checkbox"/>

Start Regular Entry - Windo...

Step	Action
24.	This page shows that the location we selected is set up for reporting on withholding class 07 as it should be for advertising expenses. Click the Back to Invoice link. Back to Invoice
25.	After checking the withholding link, users would normally budget check the voucher and continue processing it for payment. We will stop here for this topic.
26.	You have just seen a variety of ways to select the proper location for your vouchers. These instructions demonstrate how important this is for entering vouchers correctly. It will also save time when it comes to cleaning up your agency's 1099-MISC reporting. End of Procedure.

ST 4.2.3 - Paying State Employees

Paying State Employees

Specific rules are to be followed when making all payments to employees:

- When using PeopleSoft Financials, a "state employee" is defined as a worker employed by a state agency on the PeopleSoft payroll system and who has been assigned an employee ID (EMPL ID).
- Even though a worker is employed by a state agency other than the one making the reimbursement, that worker is still considered a "state employee."
- All payments to employees of state agencies are to be made using the EMPL ID.
- This rule does not apply to employees of the ND University System, however. Please contact Vendor Registry at spovendor@nd.gov to request a separate vendor number to be set up for a Higher Ed employee.
- If a payment to an employee needs to be reported on a 1099, regardless of the dollar amount, a second location called **1099** will be added to the employee's vendor that will allow reporting.
- The default location will remain HOME as entered automatically through Payroll. You can choose the correct location while entering the voucher. This topic will walk the user through the various options.

There is much more information on this topic available at: (<http://www.nd.gov/vr/docs/1099-payments-to-ee.pdf>). Please refer to that website as well.

Key Words:

location
locations
reportable
non-reportable
nonreportable
employee
contract
stipend
honorarium
refund
refunds

Version 1 dated July 22, 2010.

Procedure

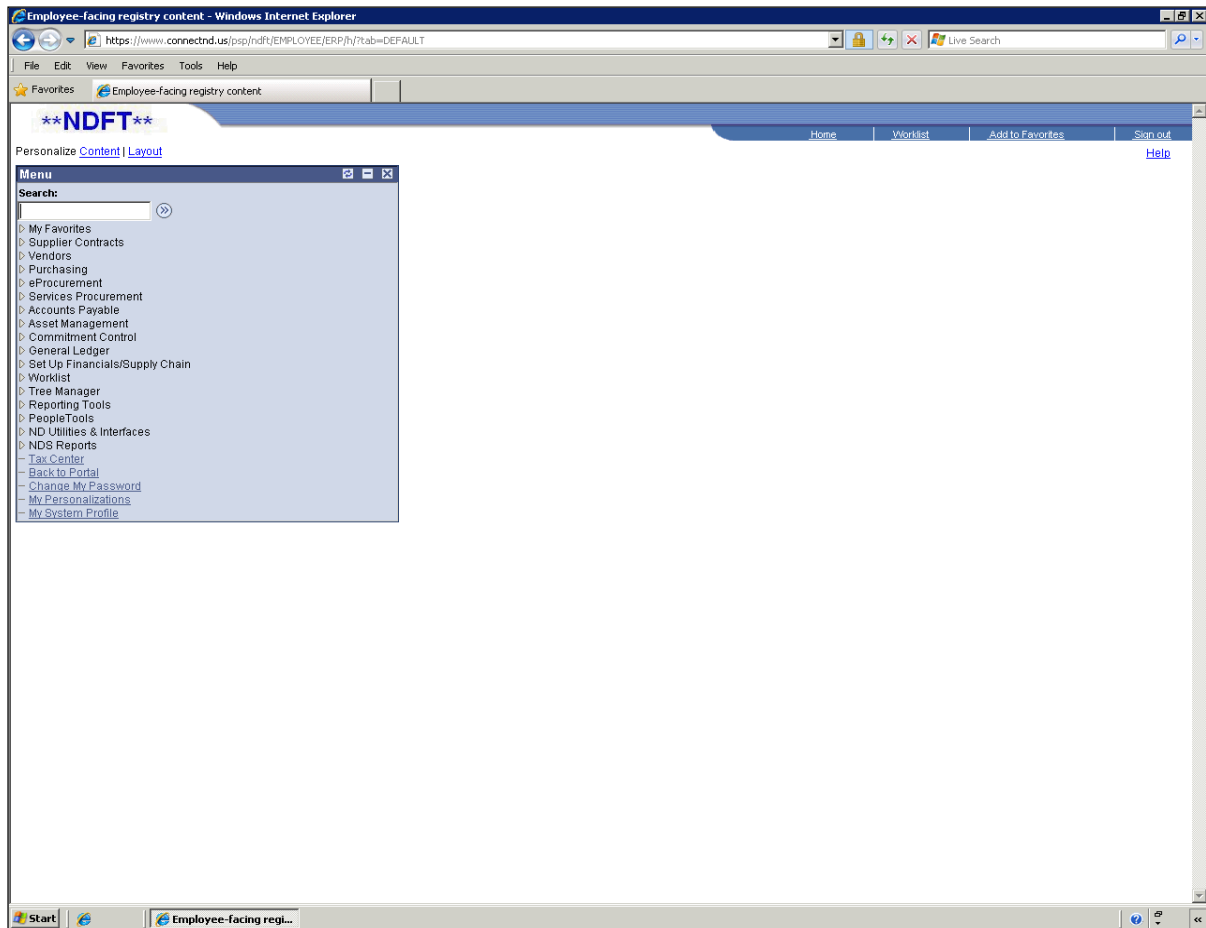
This topic shows how to pay employees of state agencies for reimbursements or temporary, reportable services.


PLEASE NOTE: Any employee paid for services outside of their normal scope of work should be set up on payroll as a "multiple job" employee. These instructions are for one-day or occasional stipends for performing work for another agency than their employer.

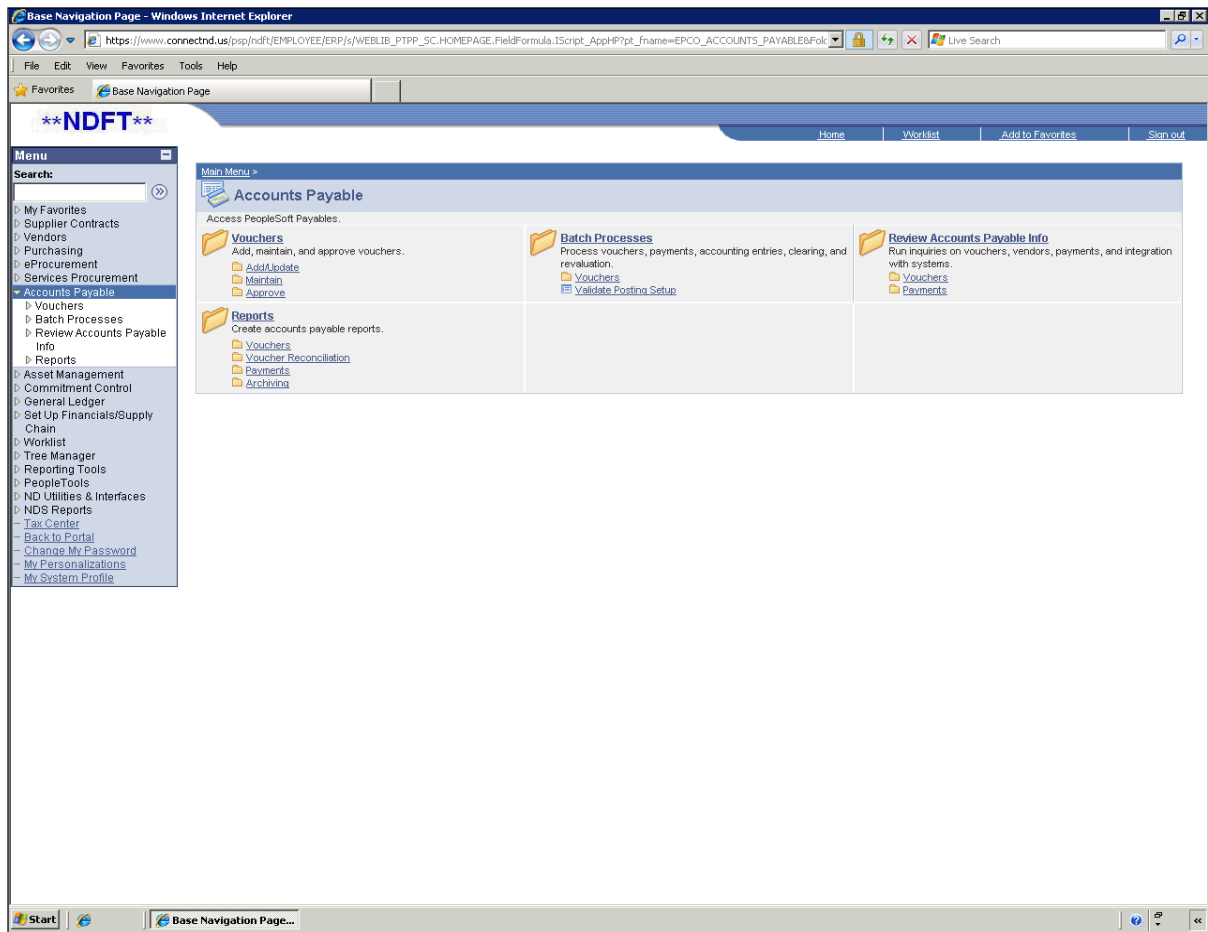


Training Guide

Module 4 – Accounts Payable



Step	Action
1.	Click the Accounts Payable link. 



Step	Action
2.	Click the Vouchers link. Vouchers
3.	Click the Regular Entry link. Regular Entry



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Favorites Regular Entry

****NDFQ****

Home Worklist MultiChannel Console Add to Favorites Sign out

[New Window](#) [Help](#)

Voucher

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:


Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
4.	In the first example we are going to reimburse a fictitious employee for travel reimbursements. Enter " 7999999 " (a 7 and six 9's) into the Vendor ID field.
5.	Click the Look up Vendor ID (Alt+S) button. 
6.	Click the 7999999-001 link. By looking up the Vendor ID, the voucher user can make sure the correct name matches up with the EMPL ID entered. 7999999-001

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/ssp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VOHR_E/PRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: 7999999-001

Vendor ID: 7999999

Vendor Location: HOME

Address Sequence Number: 1

Invoice Number:


Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
7.	Let's check out the location next. 



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERF/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

NDFQ

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Look Up Vendor Location

SetID: SHARE
Vendor ID: 7999999
Vendor Location: begins with []

Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-2 of 2 Last

Vendor Location Description
1099 REPORTABLE SERVICES
HOME EMPLOYEES HOME ADDRESS

Step	Action
8.	<p>We will stop here and explain the different locations an employee can have. <u>The location of HOME will always be the default location</u>; this means that if no location is selected by the user, this one will fill in. The HOME location is to be used for all reimbursements, especially travel. There is no 1099 reporting set up on this location.</p> <p>If a state employee receives the occasional payment for services outside the scope of their normal work duties, such as a speaking fee, they will have another location set up called 1099 REPORTABLE SERVICES. This location is set up for reporting on a 1099-MISC form.</p> <p>In this case, click the HOME link.</p> <p>HOME</p>
9.	Enter " trip to washington DC " into the Invoice Number field for this example.
10.	Enter " 08/09/2009 " into the Invoice Date field.
11.	Enter " 1234.56 " into the Gross Invoice Amount field.

Step	Action
12.	Click the Add button. <div>Add</div>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VOHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: Trip to Washington DC Budget Status:

Voucher ID: NEXT Invoice Date: 08/09/2009

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 7999999 Pay Terms: 00 Now Basis Dt Type: Inv Date

Name: 7999999-001 Control Group: Comments(0)

Location: HOME Accounting Date: 09/25/2009

Address: 1 Advanced Vendor Search Currency: USD Non Merchandise Summary

TEST EMPLOYEE Total: 1,234.56 Calculate Session Defaults

EMPLOYEE'S HOME ADDRESS Withholding

ANYWHERE AVE

BISMARCK, ND 58501

Packing Slip:

Invoice Lines Find View All First 1 of 1 Last

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						1,234.56

Ship To: BLHSC SpeedChart Use One Asset ID Calculate

Distribution Lines Customize Find View All First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Copy Down	Amount	Quantity	GL Unit	Account	Oper Unit	Fund	Dept	Class	Budget Date	PC Bus Unit	Project	Activity	Source Type
1					1,234.56		32500						09/25/2009				

Business Unit: 32580

Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Step	Action
13.	Click the Withholding link. Even though we know that there should be no reporting on the HOME location, it is smart to always double check if you see this link appear. Withholding



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndf/q/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Favorites Regular Entry

****NDFQ****

Home Worklist MultiChannel Console Add to Favorites Sign out

[New Window](#) [Help](#) [Customize Page](#)

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: trip to washington DC Vendor: 7999999 TEST EMPLOYEE
 VAT Entity: Voucher: NEXT Date: 08/09/2009

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information Find | View All First 1 of 1 Last

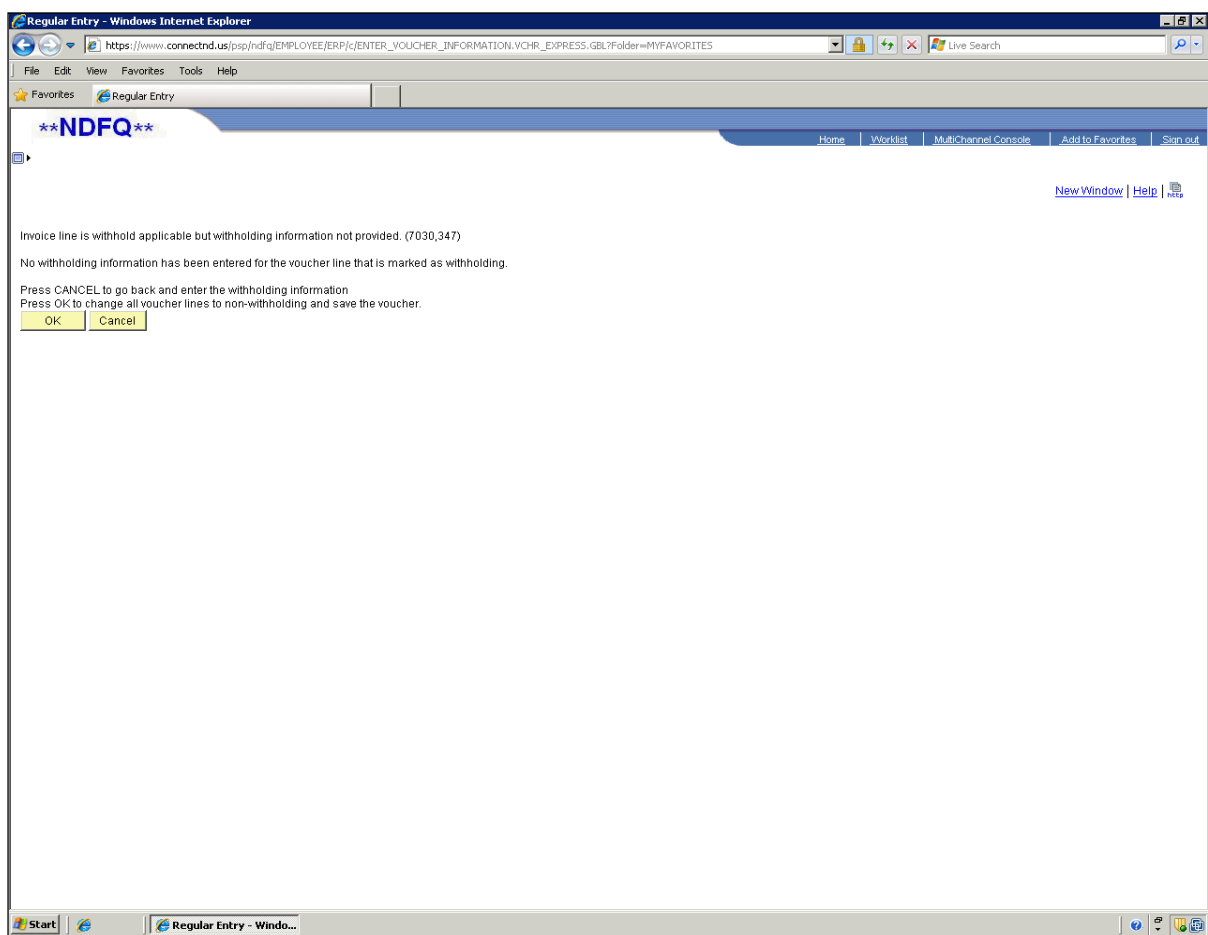
Line	Description	Withholding Code	Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details Customize | Find | View All First 1 of 1 Last

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1							Payment	<input type="checkbox"/>

Start Regular Entry - Windo...

Step	Action
14.	This page is blank, the way it should be. Click the Back to Invoice link. Back to Invoice
15.	Voucher users would continue entering in the accounting information necessary for this travel reimbursement and save the voucher. Upon saving, the user will get the warning on the screen on the next page.



Step	Action
16.	<p>This screen will appear whenever a <u>non-reportable location</u> is used on a reportable vendor, in this case, an employee that also receives contract pay.</p> <p>Click OK to keep the reimbursement non-reportable.</p> <div><div>OK</div></div>




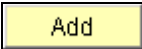
Training Guide

Module 4 – Accounts Payable

The screenshot shows a web browser window titled "Regular Entry - Windows Internet Explorer". The address bar shows a URL from connectnd.us. The page has a blue header with "NDFT" and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, Help, and a printer icon. The main content area is titled "Voucher" and has two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is active, showing a form with the following fields:

- Business Unit: 32580
- Voucher ID: NEXT
- Voucher Style: Regular Voucher (dropdown menu)
- Short Vendor Name: (text field with search icon)
- Vendor ID: (text field with search icon)
- Vendor Location: (text field with search icon)
- Address Sequence Number: 0 (text field with search icon)
- Invoice Number: (text field)
- Invoice Date: (calendar icon)
- Gross Invoice Amount: 0.00
- Lines Entered: 1

At the bottom of the form is a yellow "Add" button. Below the form are links for "Find an Existing Value" and "Add a New Value". The Windows taskbar at the bottom shows the Start button and the "Regular Entry - Windo..." window.

Step	Action
17.	In the next example we are going to pay this same employee a one-time payment for contract work. Enter " 7999999 " in the Vendor ID field (a 7 and six nines).
18.	An employee vendor ALWAYS defaults to their HOME location, which is not set up for reportable payments. Click the Look up Vendor Location (Alt+5) button. 
19.	This screen shows how Vendor Registry labels the location for employees. Click the 1099 REPORTABLE SERVICES link. 1099 REPORTABLE SERVICES
20.	Enter the appropriate information for your voucher in the Invoice Number field. For this exercise, enter " PAY FOR SERVICES ".
21.	Enter " 600 " in the Gross Invoice Amount field.
22.	Click the Add button. 

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: PAY FOR SERVICES Budget Status:

Voucher ID: NEXT Invoice Date: 06/30/2009

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 7999999 Name: 7999999-001 Location: 1099 Address: 1 Advanced Vendor Search

TEST EMPLOYEE
EMPLOYEES HOME ADDRESS
ANYWHERE AVE
BISMARCK, ND 58501

*Pay Terms: 00 Now Basis Dt Type: Inv Date

Control Group: Accounting Date: 07/02/2009

*Currency: USD Total: 600.00 Calculate

Comments(0)

Non Merchandise Summary

Session Defaults

Withholding

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						600.00

Ship To: BLHSC SpeedChart

Use One Asset ID Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	FFY										
Copy Down	Amount	Quantity	GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type
1	600.00		32500	623085		901	212	0202		90170	32500	Z212	00	FFY07

Business Unit: 32580

Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Step	Action
23.	It is good practice to always click the Withholding link it if shows up on a voucher. Withholding



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndr/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: PAY FOR SERVICES Vendor: 7999999 TEST EMPLOYEE
 VAT Entity: Voucher: NEXT Date: 06/30/2009

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information


Find View All First 1 of 1 Last

Line	Description	Withholding Code	Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details

Customize Find View All First 1 of 1 Last

Entity	Type	Jurisdiction	Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	IRS	1099	FED	07			Payment	<input checked="" type="checkbox"/>

Step	Action
24.	Click the Look up Class (Alt+5) button if you need to see if any other withholding classes are available. 
25.	In this situation we want to leave the class as Non-Employee Compensation because the payment is for services. Class 03 should be used for unearned income only (no services were provided). Click the 07 link. 07
26.	Click the Back to Invoice link. Back to Invoice

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: PAY FOR SERVICES Budget Status:

Voucher ID: NEXT Invoice Date: 06/30/2009

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 7999999 Name: 7999999-001 Location: 1099 Address: 1 TEST EMPLOYEE EMPLOYEES HOME ADDRESS ANYWHERE AVE BISMARCK, ND 58501

*Pay Terms: 00 Now Basis Dt Type Inv Date

Control Group: Accounting Date: 07/02/2009

*Currency: USD Total: 600.00 Calculate

Comments(0) Non Merchandise Summary Session Defaults Withholding

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						600.00

Ship To: BLHSC SpeedChart 0202 Use One Asset ID Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Open Item	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type
1													

Business Unit: 32580 Voucher ID: NEXT

Print Invoice

Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Step	Action
27.	After checking the withholding link you can save and budget check the voucher. (Click an entry in the list when in "Try It" mode.) <div></div>
28.	You have just seen how to select the proper location when paying state employees. By selecting the correct location for your situation, you can save your agency and the employee a headache! If you would like more detailed information on paying employees, please see the web site at http://www.nd.gov/vr/1099/payments-to-employees.pdf . End of Procedure.



Training Guide Module 4 – Accounts Payable

ST 4.2.4 - Checkoff Refunds from Commodity Groups

Checkoff Refunds from Commodity Groups

This topic concerns AP users from the agricultural commodity groups that enter vouchers for their check-off refunds of grain tax assessments. It can also be instructional to other agencies as to why they should not select any location that says "Commodity Group Use Only."

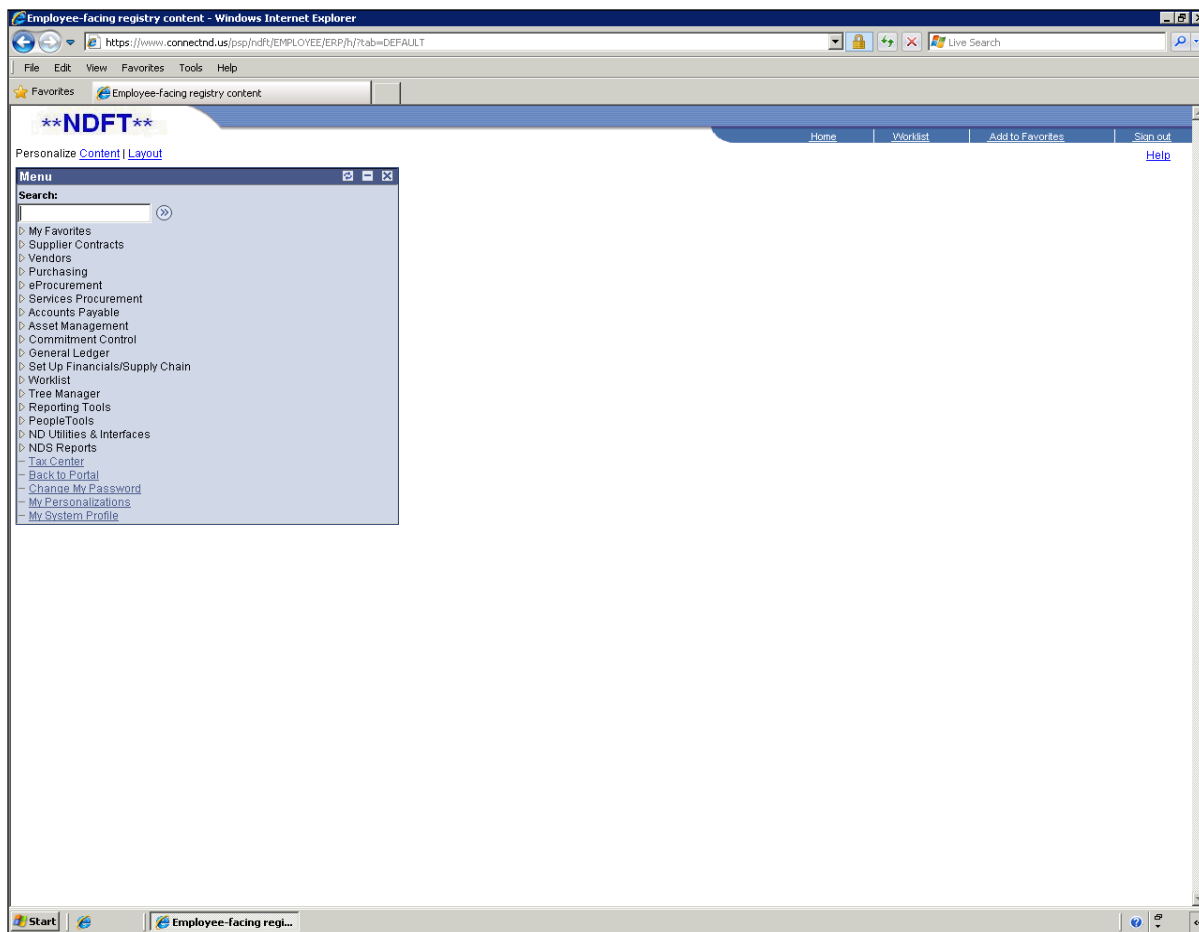
Key Words:

location
locations
non-reportable
nonreportable
checkoff
check off
refund
refunds

Version 1 dated July 23, 2010

Procedure

Several state agencies are also agricultural commodity groups who do special reporting on an IRS 1099-G form. Vendor Registry has set up unique locations for them to use. For this exercise, pretend that you need to refund a tax assessment for an agricultural commodity.

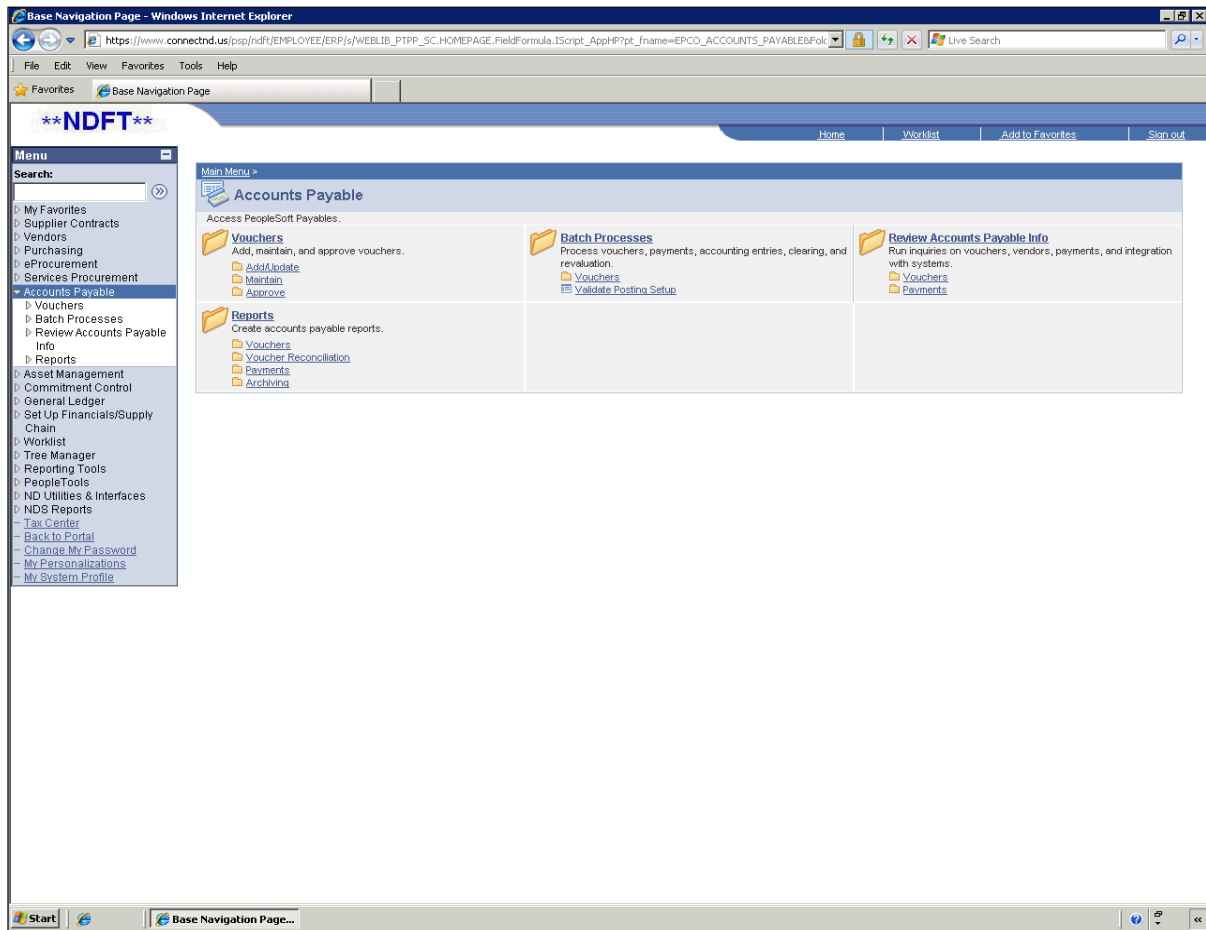


Step	Action
1.	Click the Accounts Payable link. <div>▶ Accounts Payable</div>



Training Guide

Module 4 – Accounts Payable



Step	Action
2.	Click the Vouchers link. Vouchers
3.	Click the Regular Entry link. Regular Entry

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 02580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:



Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1


Add

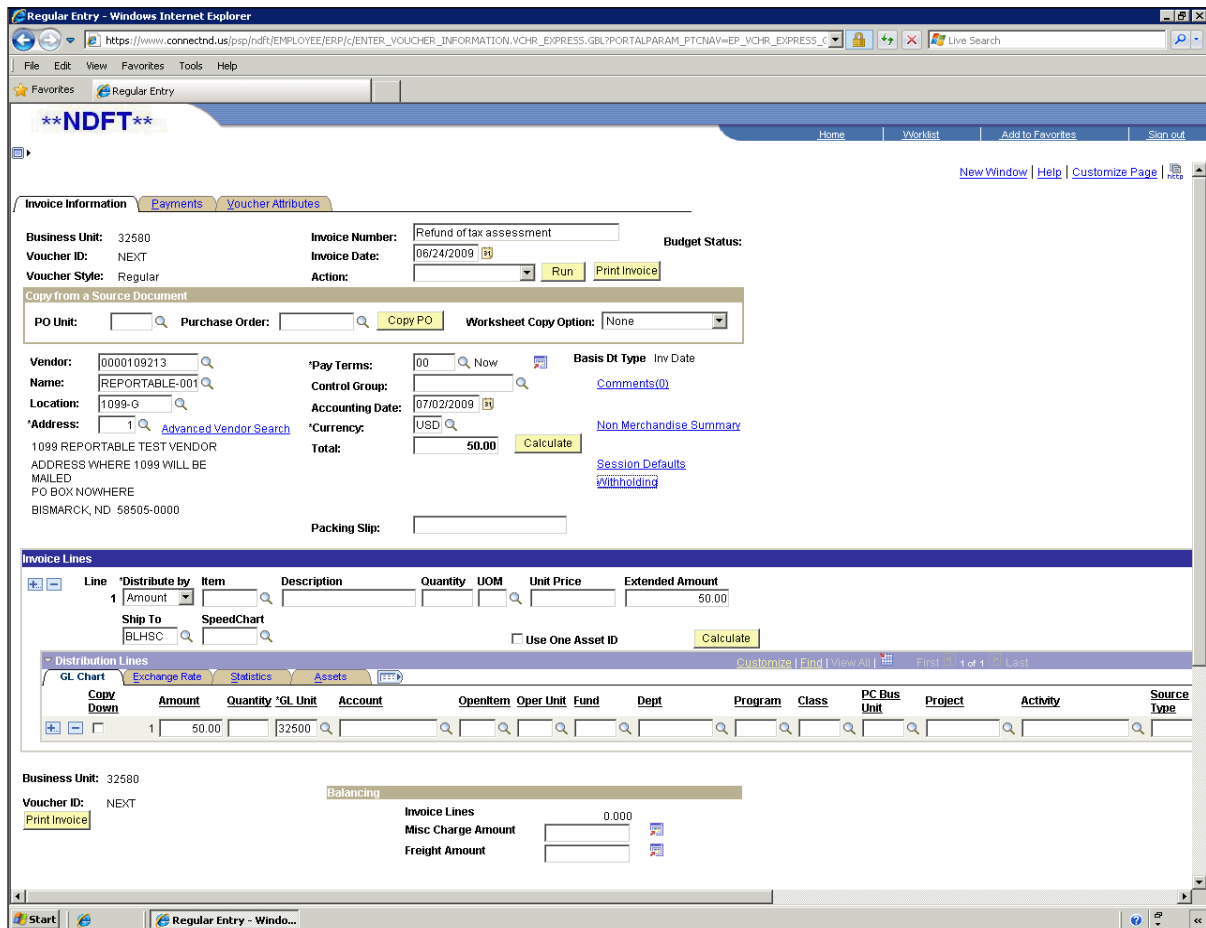
Find an Existing Value Add a New Value

Step	Action
4.	Enter the correct vendor number into the Vendor ID field. Enter " 0000109213 " for this exercise.
5.	Click the Look up Vendor ID (Alt+5) button. 
6.	If a user is not sure that they have the correct vendor number, they can always verify it first by using this look-up screen. Click the REPORTABLE-001 link. REPORTABLE-001
7.	Click the Look up Vendor Location (Alt+5) button. 
8.	In this case, we need to make sure that the location called "1099-G" is selected. (As you can see, only commodity group agencies should use this location.) Click the COMMODITY GROUP USE ONLY link. COMMODITY GROUP USE ONLY




Training Guide Module 4 – Accounts Payable

Step	Action
9.	For our example, enter " refund tax assessment " into the Invoice Number field.
10.	Enter " 062209 " into the Invoice Date field.
11.	Enter " 50.00 " into the Gross Invoice Amount field.
12.	Click the Add button. 



The screenshot shows the 'Regular Entry' web application in Internet Explorer. The 'Invoice Information' section includes fields for Business Unit (32580), Voucher ID (NEXT), Voucher Style (Regular), Invoice Number (Refund of tax assessment), Invoice Date (06/24/2009), and Budget Status. The 'Invoice Lines' section shows a single line item with a quantity of 1, unit price of 50.00, and extended amount of 50.00. The 'Distribution Lines' section shows a single line item with a quantity of 1, unit price of 50.00, and extended amount of 50.00. The 'Balancing' section shows the total amount of 50.00.

Step	Action
13.	This voucher is a perfect example of where the vendor is reportable, but the payment we are making is not. Click the Withholding link to double-check that there will be no reporting. 

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: Refund of tax assessment Vendor: 0000109213 1099 REPORTABLE TEST VENDOR
 VAT Entity: Voucher: NEXT Date: 06/24/2009

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information Find View All First 1 of 1 Last

Line	Description	Withholding Code	Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details Customize View All First 1 of 1 Last

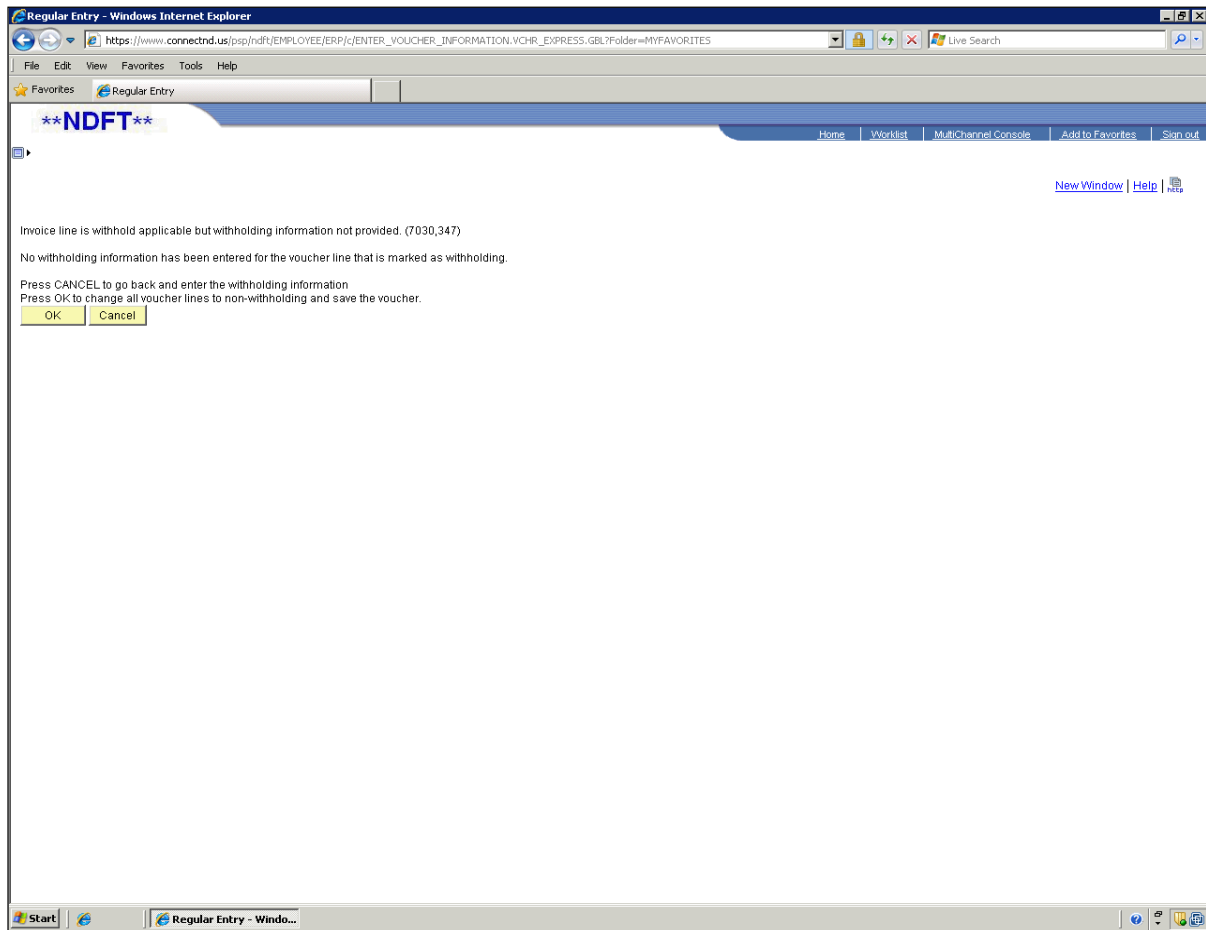
	*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1								Payment	<input type="checkbox"/>

Step	Action
14.	There is no 1099 information filled in below because we selected the correct location. This means there will be no reporting on this voucher. Click the Back to Invoice link. Back to Invoice
15.	Whenever a non-reportable location is selected on a reportable vendor (such as this vendor), the user will get the error message on the next screen after clicking SAVE.



Training Guide

Module 4 – Accounts Payable



Step	Action
16.	<p>This warning message will appear when saving a voucher where there is a withholding link with the actual 1099 information removed, like in our current example. The system is giving you the option of going back to enter the missing withholding information - by clicking CANCEL - or keeping the voucher lines as non-withholding - by clicking OK.</p> <p>Since we do not want reporting on this voucher, click the OK button.</p> <p><input type="button" value="OK"/></p>
17.	<p>After clicking the OK button, users would normally budget check the voucher and continue processing it for payment. We will stop here for this topic.</p>
18.	<p>This topic is important for all users that enter vouchers for state commodity groups. It also serves as an example to other agencies why they should NOT be using this location for their payments. In the future, this location may have its own 1099-G reporting established, so it is imperative that it only be used for check-off refunds.</p> <p>End of Procedure.</p>

ST 4.2.5 - How to Remove Withholding in Voucher

How to Remove Withholding in Voucher

Many of the vendors that an agency pays requires Vendor Registry to set up with 1099-MISC reporting information. The following is a short topic to show how easy it is to remove withholding from a voucher, based upon the reason for the payment, not the vendor itself. For more details about this important distinction, please read (<http://www.nd.gov/vr/1099/reportable-vendors-vs.pdf>).

For more information about the **withholding** link in vouchers, see the other UPK topics or this website: (<http://www.nd.gov/vr/1099/correct-withholding-in-vchr.pdf>).

Key Words:

remove withholding
remove 1099
remove reporting
withholding
non-reportable
nonreportable

Version 1 dated July 23, 2010

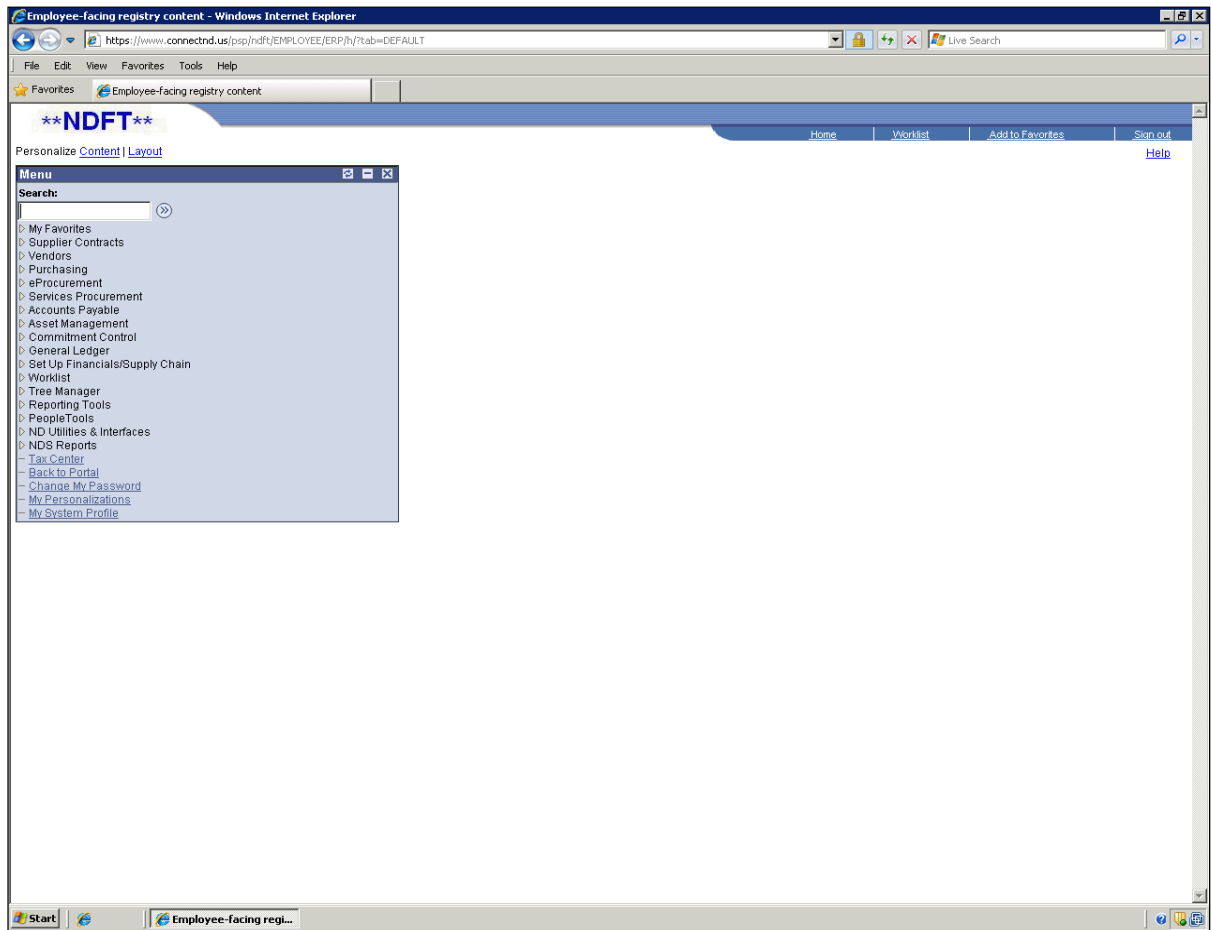
Procedure


Quite often voucher users will have to make a payment to a **vendor** that is reportable (an individual, partnership, etc.), but the reason for the payment is not reportable on a 1099-MISC form. In the following example, we are going to buy some electric cable (non-reportable good) from a business that is a sole proprietorship (reportable vendor).

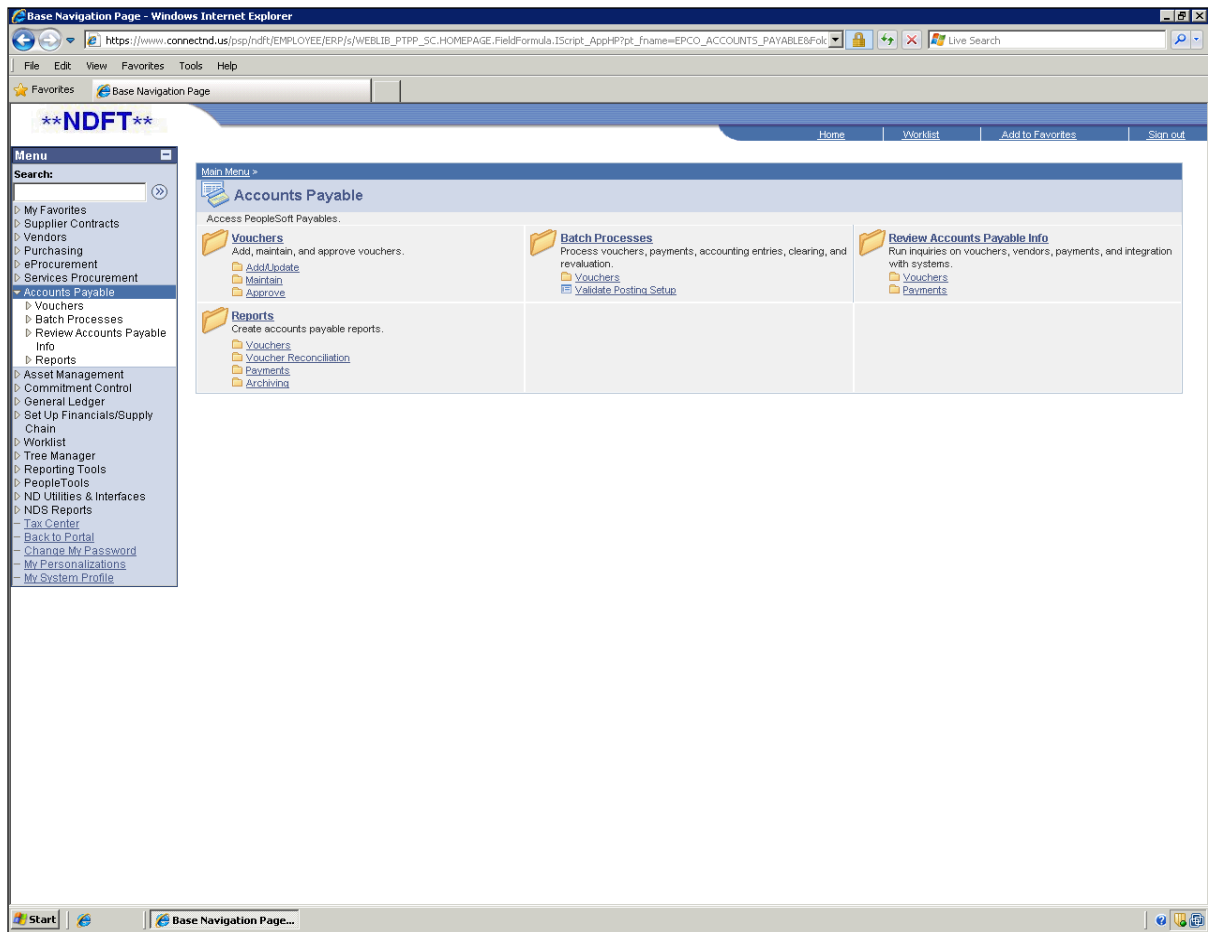


Training Guide

Module 4 – Accounts Payable



Step	Action
1.	Click the Accounts Payable link. 



Step	Action
2.	Click the Add/Update link. Add/Update
3.	Click the Regular Entry link. Regular Entry



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndr/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:





Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
4.	To search for Johnson Electric, enter " johnson " into the Short Vendor Name field.
5.	Click the Look up Short Vendor Name (Alt+5) button. 
6.	Since Johnson is a popular name, you will have to look for the correct vendor name. Click the JOHNSON ELECTRIC link to use in this voucher. 
7.	Voucher enterers should always verify that they are using the correct location on a vendor. Click the Look up Vendor Location (Alt+5) button. 
8.	In this case, this vendor has only the MAIN location, so go ahead and click the Cancel button. 
9.	For this example, enter " Purchase Electric Cable " into the Invoice Number field.

Step	Action
10.	Enter " 060109 " into the Invoice Date field.
11.	Enter " 150.00 " into the Gross Invoice Amount field.
12.	Click the Add button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Add</div>

The screenshot shows the NDFT Regular Entry web application. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The main content area is divided into several sections:

- Invoice Information:** Contains fields for Business Unit (32580), Voucher ID (NEXT), Voucher Style (Regular), Invoice Number (Purchase Electric Cable), Invoice Date (06/01/2009), and Budget Status (Not Chkd). There are buttons for Run, Print Invoice, and Copy PO.
- Copy from a Source Document:** Includes fields for PO Unit, Purchase Order, and Worksheet Copy Option (None).
- Vendor Information:** Fields for Vendor (0000019192), Name (JOHNSON EL-001), Location (MAIN), and Address (JOHNSON ELECTRIC, 8105 51 ST NE, DEVILS LAKE, ND 58301). It also includes fields for Pay Terms (00), Control Group, Accounting Date (07/02/2009), and Currency (USD). There are buttons for Calculate, Comments(0), Non Merchandise Summary, Session Defaults, and Withholding.
- Invoice Lines:** A table with columns: Line, Distribute by, Item, Description, Quantity, UOM, Unit Price, and Extended Amount. Line 1 is shown with an Amount of 150.00. There is a Ship To field (BLHSC) and a Use One Asset ID checkbox.
- Distribution Lines:** A table with columns: Copy Down, Amount, Quantity, GL Unit, Account, Open Item, Oper Unit, Fund, Dept, Program, Class, PC Bus Unit, Project, Activity, and Source Type. Line 1 is shown with an Amount of 150.00 and GL Unit 32500.
- Balancing:** A section with fields for Invoice Lines (0.000), Misc Charge Amount, and Freight Amount.

Step	Action
13.	Since we are purchasing a tangible good like electrical cable, we will want to make this payment non-reportable on a 1099-MISC. Click the Withholding link. Withholding



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndr/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Favorites Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: Purchase Electric Cable Vendor: 0000019192 JOHNSON ELECTRIC
 VAT Entity: Voucher: NEXT Date: 06/01/2009

Withholding Option

Postpone Withholding ☐

Invoice Line Withhold Information Find View All First 1 of 1 Last

Line	Description	Withholding Code	Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details Customize Find View All First 1 of 1 Last

Entity	Type	Jurisdiction	Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	IRS	1099	FED	07			Payment	<input checked="" type="checkbox"/>

Start Regular Entry - Windo...

Step	Action
14.	It is best to remove both checkmarks wherever it says Withholding Applicable on this page. <input checked="" type="checkbox"/>
15.	By clicking the Applicable option, you remove the checkmark. <input checked="" type="checkbox"/>
16.	Click the Back to Invoice link. This will save your changes to this page. Back to Invoice

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: Purchase Electric Cable Budget Status: Not Chkd
 Voucher ID: NEXT Invoice Date: 06/01/2009
 Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000019192 Name: JOHNSON EL-001 Location: MAIN Address: 1
 JOHNSON ELECTRIC
 8105 51 ST NE
 DEVILS LAKE, ND 58301

*Pay Terms: 00 Now Basis Dt Type Inv Date
 Control Group: Accounting Date: 07/02/2009
 *Currency: USD Total: 150.00 Calculate

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						150.00

Ship To: BLHSC SpeedChart Use One Asset ID Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	PDF										
Copy Down	Amount	Quantity	*GL Unit	Account	Open Item	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type
1	150.00		32500	532040										

Business Unit: 32580 Voucher ID: NEXT Print Invoice

Balancing

Invoice Lines 0.000
 Misc Charge Amount
 Freight Amount

Step	Action
17.	<p>IMPORTANT: After the user is done entering the rest of the voucher information and clicks SAVE, they may receive a warning message about the withholding information. If such a message appears, just click OK to keep the voucher non-reportable.</p> <p>Home</p>
18.	<p>That is all there is to removing withholding on a voucher!</p> <p>End of Procedure.</p>



ST 4.2.6 - Select Correct Withholding Class

Selecting the Correct Withholding Class

Whenever the withholding link shows up in a voucher, the user must make some further decisions than just entering the correct accounting chartfields.

1. First, the correct location must be selected (see topic 4.2.2 on Choosing the Correct Location).
2. Second, decide whether or not the reason for the payment is reportable.
3. If it is, the next step is to determine the appropriate withholding class for that particular payment. That choice will be addressed in the following topic.

1099-MISC reporting is sent to the IRS by separate **withholding classes**. For a complete description of these classes, see the web page at (<http://www.nd.gov/vr/1099/explanation-of-diff.pdf>)

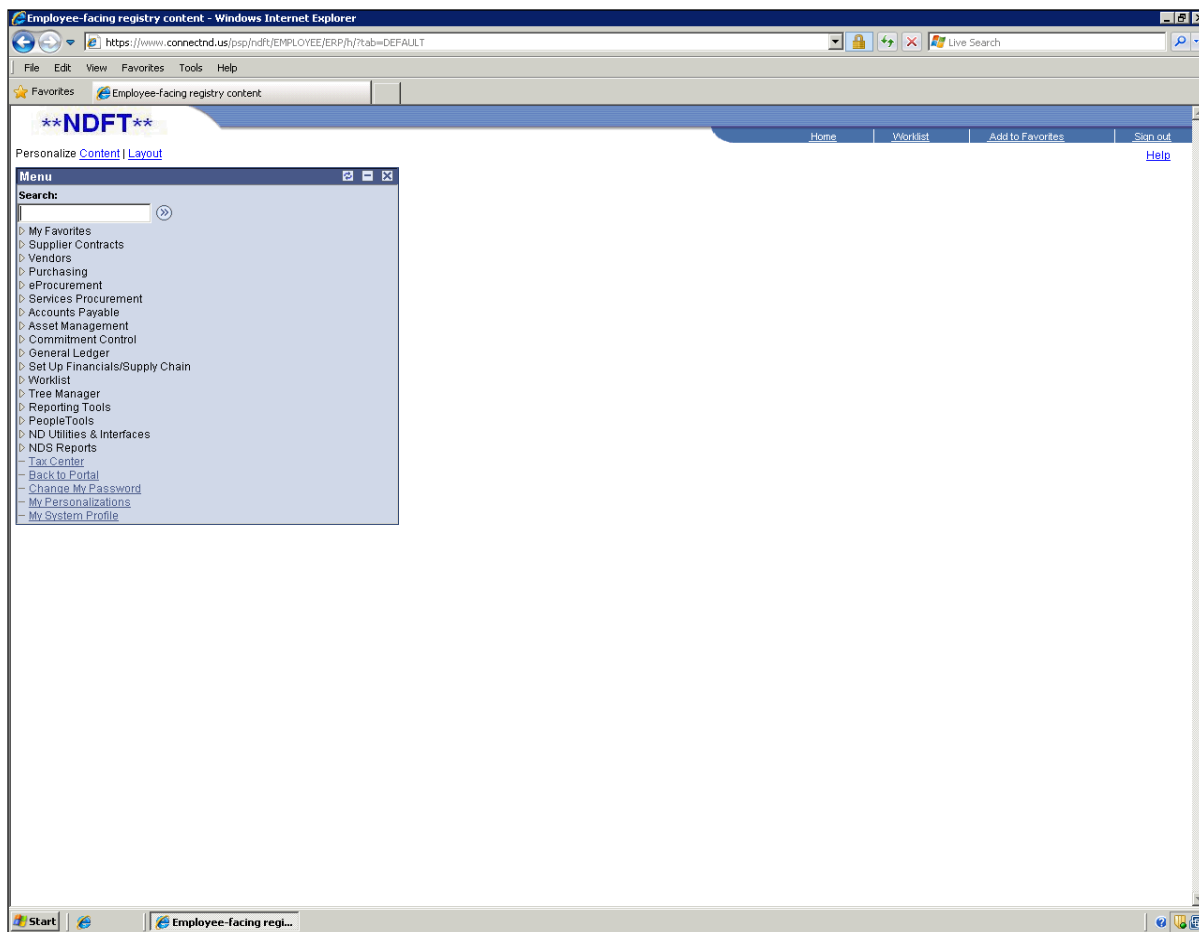
Key Words:

location
reportable
class
withholding
code
reporting
1099
voucher

Version 1 dated July 23, 2010.

Procedure

The following screens show how to change the withholding class from the default that will automatically fill in on a reportable vendor.

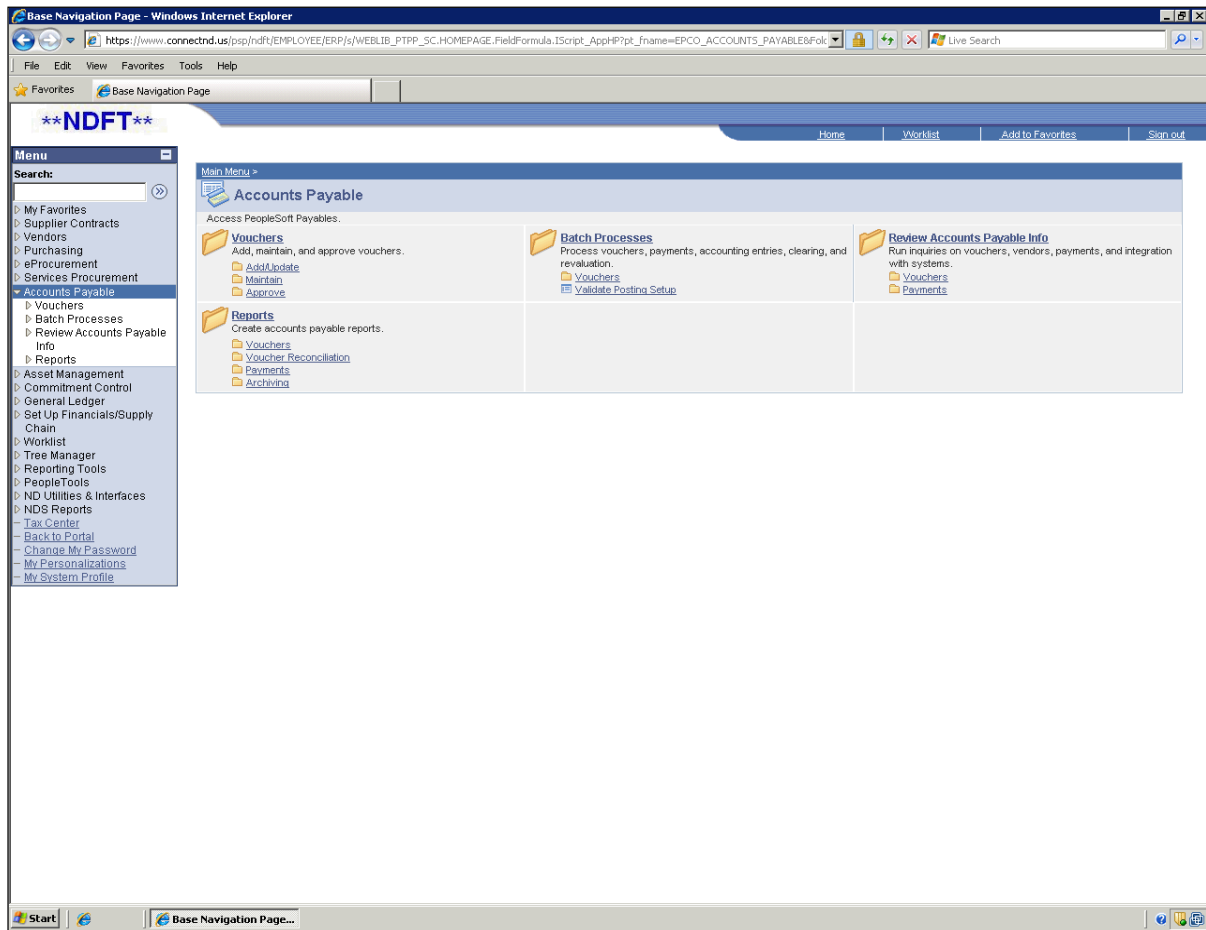


Step	Action
1.	Click the Accounts Payable link. <div>▶ Accounts Payable</div>



Training Guide

Module 4 – Accounts Payable



Step	Action
2.	Click the Vouchers link. ▶ Vouchers
3.	Click the Regular Entry link. Regular Entry

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:




Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
4.	For our sample vendor, enter "0000109213" into the Vendor ID field.
5.	Click the Look up Vendor Location (Alt+5) button. 
6.	This voucher needs to be reported on a 1099-MISC form, so click the MAIN link. 
7.	Enter the desired information into the Invoice Number field. Enter " Change withholding class " for this example.
8.	Enter "060509" into the Invoice Date field.
9.	Enter the desired information into the Gross Invoice Amount field. Enter " 500.00 ".
10.	Click the Add button. 



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndr/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: Change withholding class Budget Status:

Voucher ID: NEXT Invoice Date: 06/05/2009 Run Print Invoice

Voucher Style: Regular Action: Worksheet Copy Option: None

Copy from a Source Document

PO Unit: Purchase Order: Copy PO

Vendor: 0000109213 Name: REPORTABLE-001 Location: MAIN Address: 1099 REPORTABLE TEST VENDOR ADDRESS WHERE 1099 WILL BE MAILED PO BOX NOWHERE BISMARCK, ND 58505-0000

*Pay Terms: 00 Now Basis Dt Type: Inv Date

Control Group: Accounting Date: 07/02/2009 *Currency: USD Total: 500.00 Calculate

Non Merchandise Summary Session Defaults Withholding

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						500.00

Ship To: BLHSC SpeedChart Use One Asset ID Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	ITTT										
Copy Down	Amount	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type
1	500.00		32500											

Business Unit: 32580 Voucher ID: NEXT Print Invoice

Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Step	Action
11.	Click the Withholding link. Withholding
12.	<p>Before we continue, the concept of a default withholding class must be explained. All vendors with 1099 information must have one class set up as a default in case the voucher enterer forgets to select one. Since most 1099-MISC reporting is made on the 07 class for Nonemployee Compensation (services), Vendor Registry usually sets up new reportable vendors with this default.</p> <p>Just because this default class fills in automatically, it does not mean that it cannot be changed. Agencies must determine which class will best apply to each payment.</p>

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: Change withholding class Vendor: 0000109213 1099 REPORTABLE TEST VENDOR
 VAT Entity: Voucher: NEXT Date: 06/05/2009


Withholding Option
 Postpone Withholding ☐

Invoice Line Withhold Information Find View All First 1 of 1 Last

Line	Description	Withholding Code	Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details Customize Find View All First 1 of 1 Last

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1	IRS	1099	FED	07			Payment	<input checked="" type="checkbox"/>

Step	Action
13.	To see which withholding classes are available for this vendor, click the Look up Class (Alt+5) button. 
14.	In this example, the vendor has six different classes set up. Since we want to make a rent payment to this vendor, click the 01 link. If the class you need does not appear in this list, contact Vendor Registry right away, and they will set up the classes necessary for payments to this vendor. 01
15.	Click the Back to Invoice link. Back to Invoice
16.	Vendor Registry can be emailed at spovendor@nd.gov for help setting up new classes for vendors. This concludes the instructions on how to change a vendor's withholding class. End of Procedure.



ST 4.2.7 - Using the Override Field under Withholding

Reportable and Nonreportable - Using the Override Field

Following are instructions on the quickest method to reduce the amount that should be reported on a 1099-MISC from the total voucher amount.

Key Words:

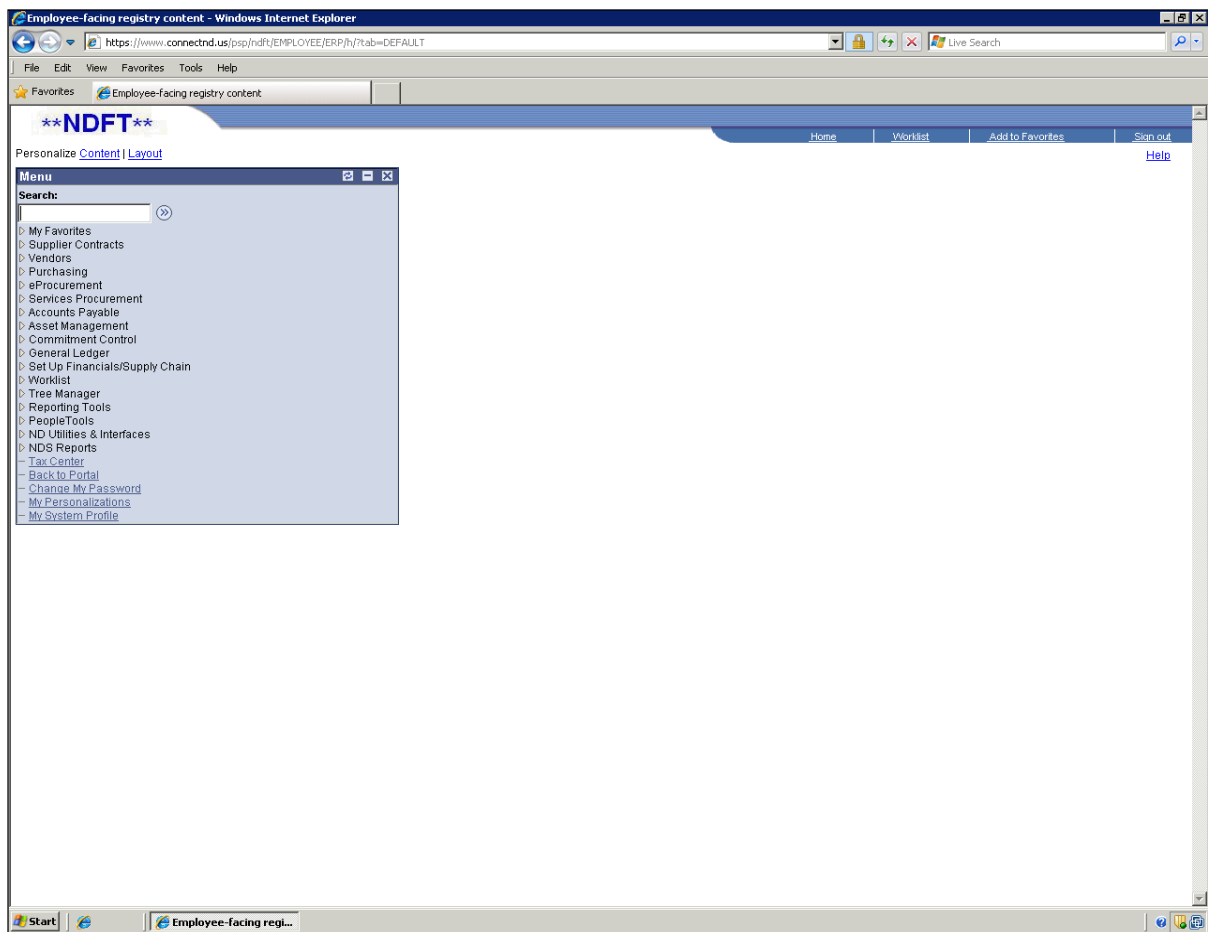
voucher
1099
withholding
reporting
override
split
reportable
nonreportable
non-reportable

Version 1 dated July 23, 2010.

Procedure

There is an easy way to change the amount reported on a 1099-MISC form instead of just reporting the entire voucher amount. Some examples of when you may have to split the voucher amount between reportable services and non-reportable payments:

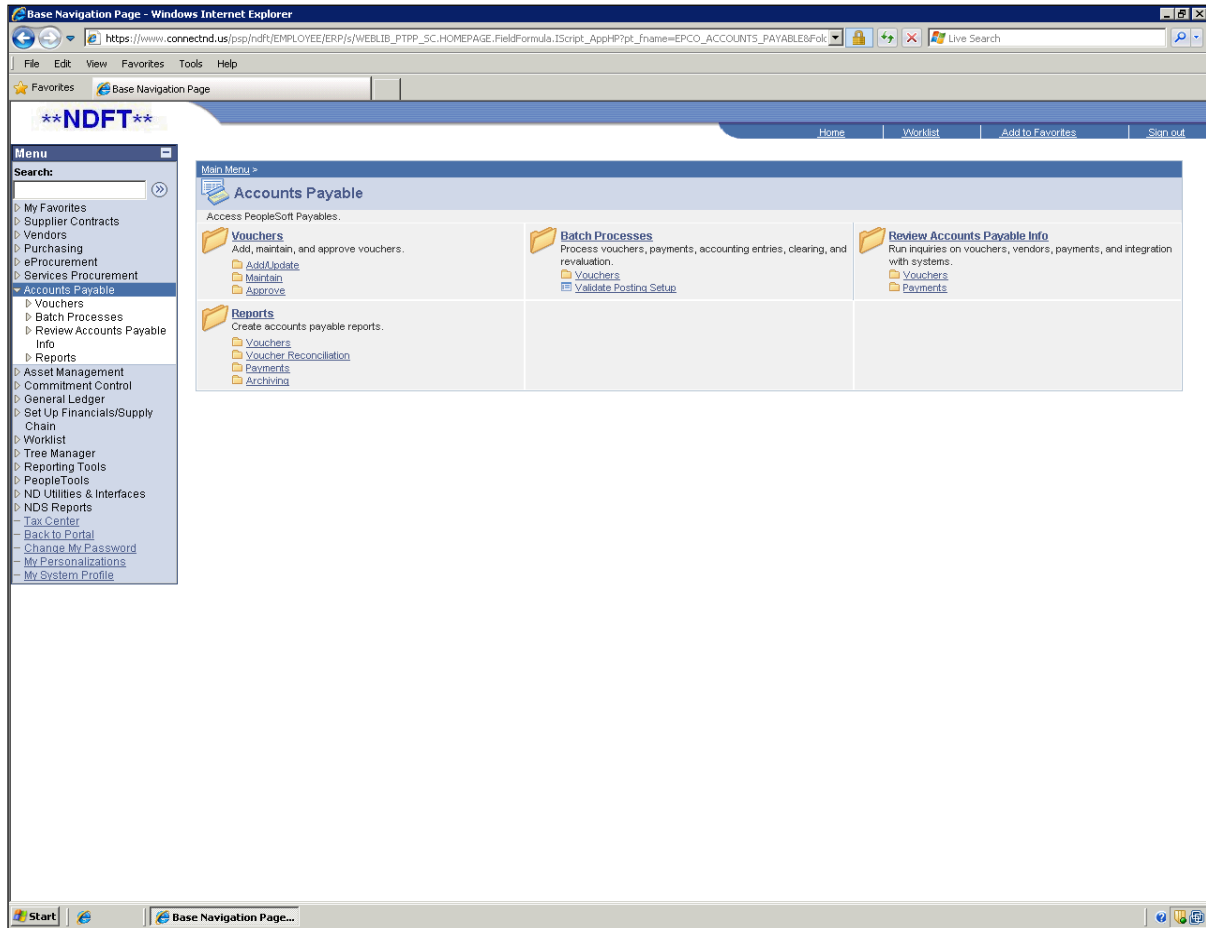
1. Repairs that involve parts and labor;
2. Paying for contracted services and reimbursing travel expenses;
3. Purchasing large items, where the freight expense (reportable) is a large part of the invoice.



Step	Action
1.	Click the Accounts Payable link. <div>▶ Accounts Payable</div>



Training Guide Module 4 – Accounts Payable



Step	Action
2.	Click the Vouchers link. Vouchers
3.	Click the Regular Entry link. Regular Entry

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:



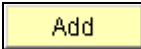
Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value Add a New Value

Step	Action
4.	For this example, enter "0000099644" into the Vendor ID field. (five zeroes then 99644)
5.	Click the Look up Vendor Location (Alt+5) button. 
6.	Click the MAIN link. 
7.	Enter "Using the override field" into the Invoice Number field.
8.	Enter "062009" into the Invoice Date field.
9.	Enter "1000.00" into the Gross Invoice Amount field. (Hit Enter afterward in Try It! mode)
10.	Click the Add button. 



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndr/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: [Use override field] Budget Status:

Voucher ID: NEXT Invoice Date: 06/20/2009 [D] Run Print Invoice

Voucher Style: Regular Action: [] Worksheet Copy Option: None

Copy from a Source Document

PO Unit: [] Purchase Order: [] Copy PO

Vendor: 0000099644 *Pay Terms: 00 Now Basis Dt Type: Inv Date

Name: B & L PLUM-001 Control Group: [] Comments(0)

Location: MAIN Accounting Date: 07/02/2009 [D]

*Address: 1 Advanced Vendor Search *Currency: USD Non Merchandise Summary

B & L PLUMBING Total: 1,000.00 Calculate Session Defaults

411 5TH AVE C Withholding

LISBON, ND 58054 Packing Slip: []

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						1,000.00

Ship To: BLHSC SpeedChart [] Use One Asset ID Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	ITTT											
COB	Down	Amount	Quantity	*GL Unit	Account	Open Item	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type
1		1,000.00		32500											

Business Unit: 32580 Balancing

Voucher ID: NEXT Invoice Lines 0.000

Print Invoice Misc Charge Amount []

Freight Amount []

Step	Action
11.	Let's say that we are going to pay the plumbers \$1,000 in this voucher, but only \$600 of that amount is for services provided. Click the Withholding link for a quick method of changing the reportable amount. Withholding

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: Use override field Vendor: 0000098644 B & L PLUMBING
 VAT Entity: Voucher: NEXT Date: 06/20/2009

Withholding Option
 Postpone Withholding ☐

Invoice Line Withhold Information Find View All First 1 of 1 Last

Line	Description	Withholding Code	Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details Customize Find View All First 1 of 1 Last

Entity	Type	Jurisdiction	Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099	FED	07				Payment	<input checked="" type="checkbox"/>

Step	Action
12.	Enter " 600.00 " into the Withholding Basis Amt Override field.
13.	Click the Back to Invoice link. Back to Invoice
14.	This method is especially useful when the agency is only using one invoice line or one distribution line to charge the entire voucher amount to a single account or speedchart. By using the override field, only the \$600 will be reported on this sample voucher.
15.	If this method does not work for you, see the topic called "Using Two Invoice Lines" to see how to split the reportable amount from the non-reportable amount within a voucher. Otherwise, these steps are all you have to do to reduce the amount that is reported! End of Procedure.



ST 4.2.8 - Using Two Invoice Lines to Split Reporting

Reportable & Nonreportable - Using Two Invoice Lines

See Topic 4.2.7 for the easiest way to split a voucher between reportable and non-reportable amounts. However, that method will not work in every situation. The following topic shows an alternate way to split 1099-MISC reporting by using two invoice lines instead.

Key Words:

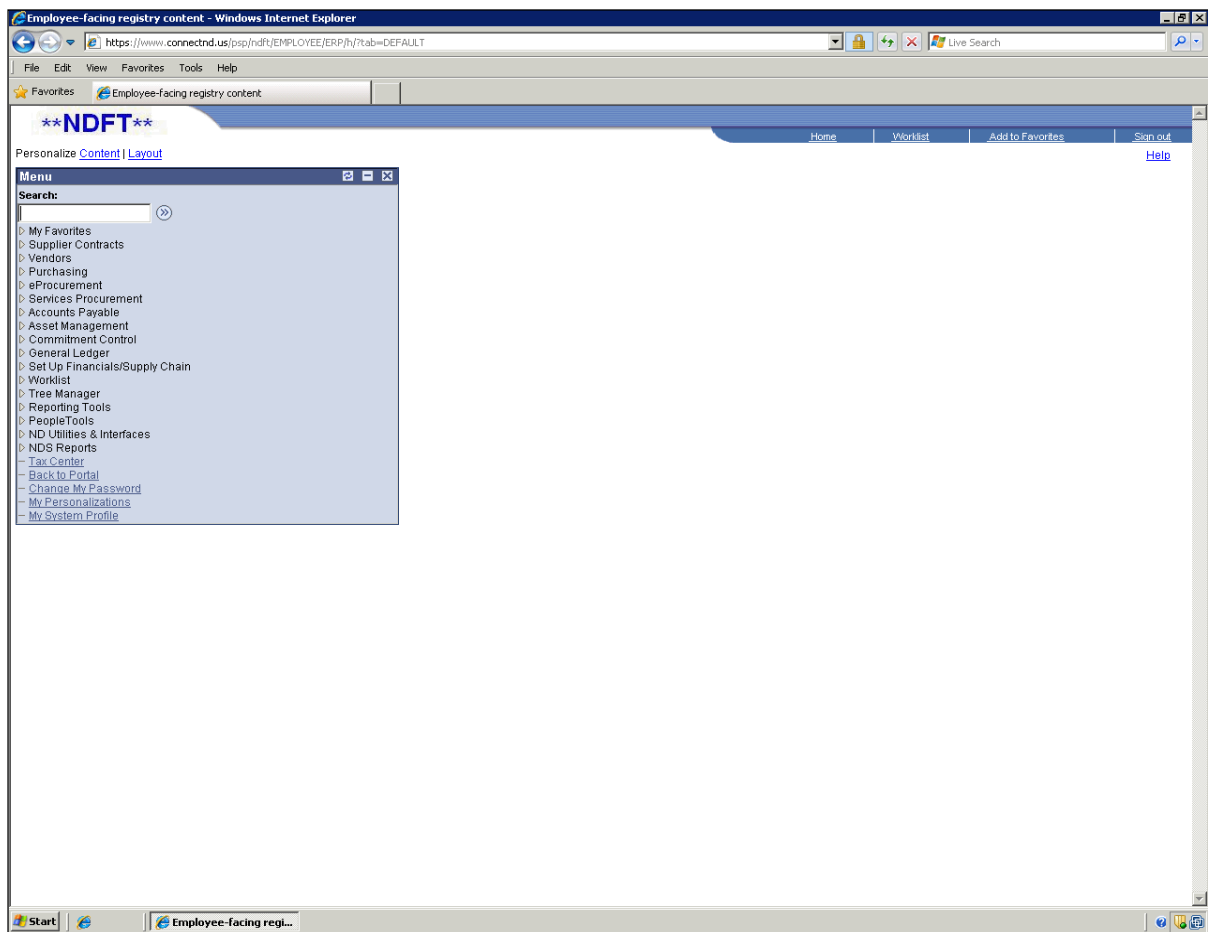
voucher
invoice
lines
split
reporting
withholding
nonreportable
non-reportable
reportable

Version 1 dated July 23, 2010

Procedure

Payments for repairs often contain non reportable items like parts and reportable services such as labor. This learning topic will demonstrate how to enter two invoice lines on a voucher when you want to split out the payment for reporting on a 1099-MISC form.

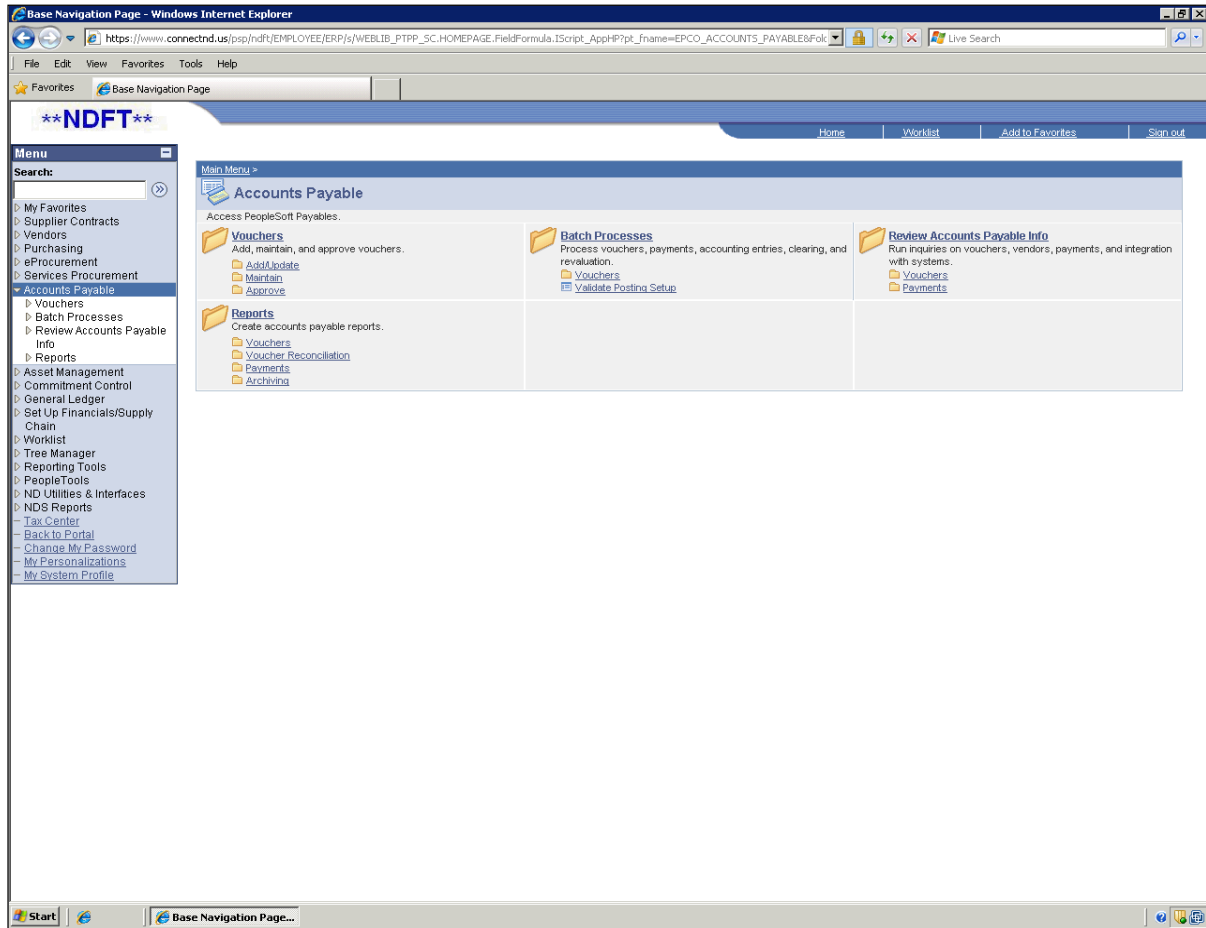
See also the topic on "**Using the Override Field**" which provides essentially the same end result, but is an easier procedure.

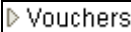



Step	Action
1.	Click the Accounts Payable link. <div>▶ Accounts Payable</div>



Training Guide Module 4 – Accounts Payable



Step	Action
2.	Click the Vouchers link. 
3.	Click the Regular Entry link. 

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/pspp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?PORTALPARAM_PTCNAV=EP_VCHR_EXPRESS_C

File Edit View Favorites Tools Help

Regular Entry

Home Worklist Add to Favorites Sign out

New Window Help

Voucher

Find an Existing Value Add a New Value

Business Unit: 32580

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:



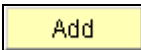
Invoice Date:

Gross Invoice Amount: 0.00

Lines Entered: 1

Add

Find an Existing Value | Add a New Value

Step	Action
4.	For this exercise, enter " 0000099644 " into the Vendor ID field.
5.	Always click the Look up Vendor Location (Alt+5) button to verify the location is correct. 
6.	This vendor only has one location, so click the MAIN link. 
7.	Enter " Split labor & parts " into the Invoice Number field.
8.	Enter " 750.00 " into the Gross Invoice Amount field.
9.	NOTE: This is where we differ from entering most vouchers. To split your voucher between a line that needs to be reported on a 1099-MISC and a line that is non-reportable, enter " 2 " into the Lines Entered field.
10.	Click the Add button. 



Training Guide Module 4 – Accounts Payable

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/ssp/ndrt/EMPLOYEE/ERP/C/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Invoice Information Payments Voucher Attributes

Business Unit: 32580 Invoice Number: Split labor & parts Budget Status:

Voucher ID: NEXT Invoice Date: 06/10/2009

Voucher Style: Regular Action: Run Print Invoice

Copy from a Source Document

PO Unit: Purchase Order: Copy PO Worksheet Copy Option: None

Vendor: 0000099644 Name: B & L PLUM-001 Location: MAIN Address: 1 Advanced Vendor Search

B & L PLUMBING
411 5TH AVE C
LISBON, ND 58054

*Pay Terms: 00 Now Basis Dt Type: Inv Date

Control Group: Accounting Date: 08/06/2009

*Currency: USD Total: 750.00 Calculate

Packing Slip:

Invoice Lines

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount	SpeedChart					750.00

Ship To: BLHSC Use One Asset ID Calculate

Distribution Lines

Copy Down	Amount	Quantity	GL Unit	Account	Open Item	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type
1	750.00		32500											


Business Unit: 32580 Voucher ID: NEXT Print Invoice




Balancing

Invoice Lines 0.000

Misc Charge Amount

Freight Amount

Step	Action
11.	Click the Look up SpeedChart (Alt+5) button. 
12.	Click the Conference Account link. Conference Account
13.	Enter the correct account number into the Account field. Enter " 534035 " for this example for repair parts.
14.	Scroll the bottom bar to the right until you see that you are looking at one of two invoice lines.
15.	Click the View All link. View All
16.	Scroll back over the left, then down, so you can see both invoice lines.
17.	Enter the same SpeedChart on this line as the previous in the SpeedChart field. Enter " 0202 ".

Step	Action
18.	Click the Look up SpeedChart (Alt+5) button. 
19.	Click the 0202 link. 
20.	Since this invoice line is going to be for the reportable amount, enter an account number for services in the Account field. Enter " 591030 ".
21.	Change the amount in the Extended Amount field for the cost of the parts involved. Enter " 250.00 ".
22.	Change the Extended Amount field on this line to represent the cost of the services. Enter " 500.00 ".
23.	Let's see what the Withholding link looks like now. 

Regular Entry - Windows Internet Explorer

https://www.connectnd.us/csp/ndrt/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.GBL?Folder=MYFAVORITES

File Edit View Favorites Tools Help

Regular Entry

NDFT

Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Withholding Information

[Back to Invoice](#)

Unit: 32580 Invoice: Split labor & parts Vendor: 0000099644 B & L PLUMBING
VAT Entity: Voucher: NEXT Date: 06/10/2009

Withhold: Main Content
Postpone Withholding

Invoice Line Withhold Information

Find View 1 First 1 of 2 Last

Line	Description	Withholding Code	*Withholding Applicable
1			<input checked="" type="checkbox"/>

Withholding Details

Customize Find View All 1 First 1 of 1 Last

Entity	Type	Jurisdiction	Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099	FED	07				Payment	<input checked="" type="checkbox"/>

Invoice Line Withhold Information

Find View 1 First 1 of 2 Last

Line	Description	Withholding Code	*Withholding Applicable
2			<input checked="" type="checkbox"/>

Withholding Details

Customize Find View All 1 First 1 of 1 Last

Entity	Type	Jurisdiction	Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099	FED	07				Payment	<input checked="" type="checkbox"/>

Start Regular Entry - Windo...



Training Guide Module 4 – Accounts Payable

Step	Action
24.	Click the Withholding Applicable option to remove reporting from this line. <input checked="" type="checkbox"/>
25.	We do not want this line to be reportable, because it is for the parts amount. Click the Applicable option. <input checked="" type="checkbox"/>
26.	Leave the second line alone to report the \$500.00 in services. Click the Back to Invoice link. Back to Invoice

The screenshot shows the 'Regular Entry' web application in Internet Explorer. The 'Invoice Information' tab is active, displaying fields for Business Unit (32580), Voucher ID (NEXT), Voucher Style (Regular), Invoice Number (Split labor & parts), Invoice Date (06/10/2009), and Budget Status. The 'Copy from a Source Document' section includes PO Unit, Purchase Order, and Worksheet Copy Option. The 'Vendor' section shows details for B & L PLUMBING, including address and contact information. The 'Invoice Lines' section displays two lines: Line 1 for 'Amount' (250.00) and Line 2 for 'Amount' (500.00). Each line has a 'Distribution Lines' table with columns for GL Chart, Amount, Quantity, GL Unit, Account, Open Item, Oper Unit, Fund, Dept, Program, Class, PC Bus Unit, Project, Activity, and Source Type.

Step	Action
27.	Once you are confident that the right amount will be reported on this voucher, save and budget check as normal. For this example, just click the Home link. Home

Step	Action
28.	<p>That is how to split parts and labor for 1099 reporting purposes, or any reportable and non-reportable expenses on the same voucher.</p> <p>If the invoice combines all the repairs into one lump amount, do not hesitate to report the entire amount. The IRS says over and over that it is better to report the entire amount rather than none of it.</p> <p>End of Procedure.</p>



ST Lesson 4.3 - Batch Processing

Batch Processing

PeopleSoft Payables provides the process to budget check and build vouchers in batch format from various source transactions.

ST 4.3.1 - Batch Budget Checking

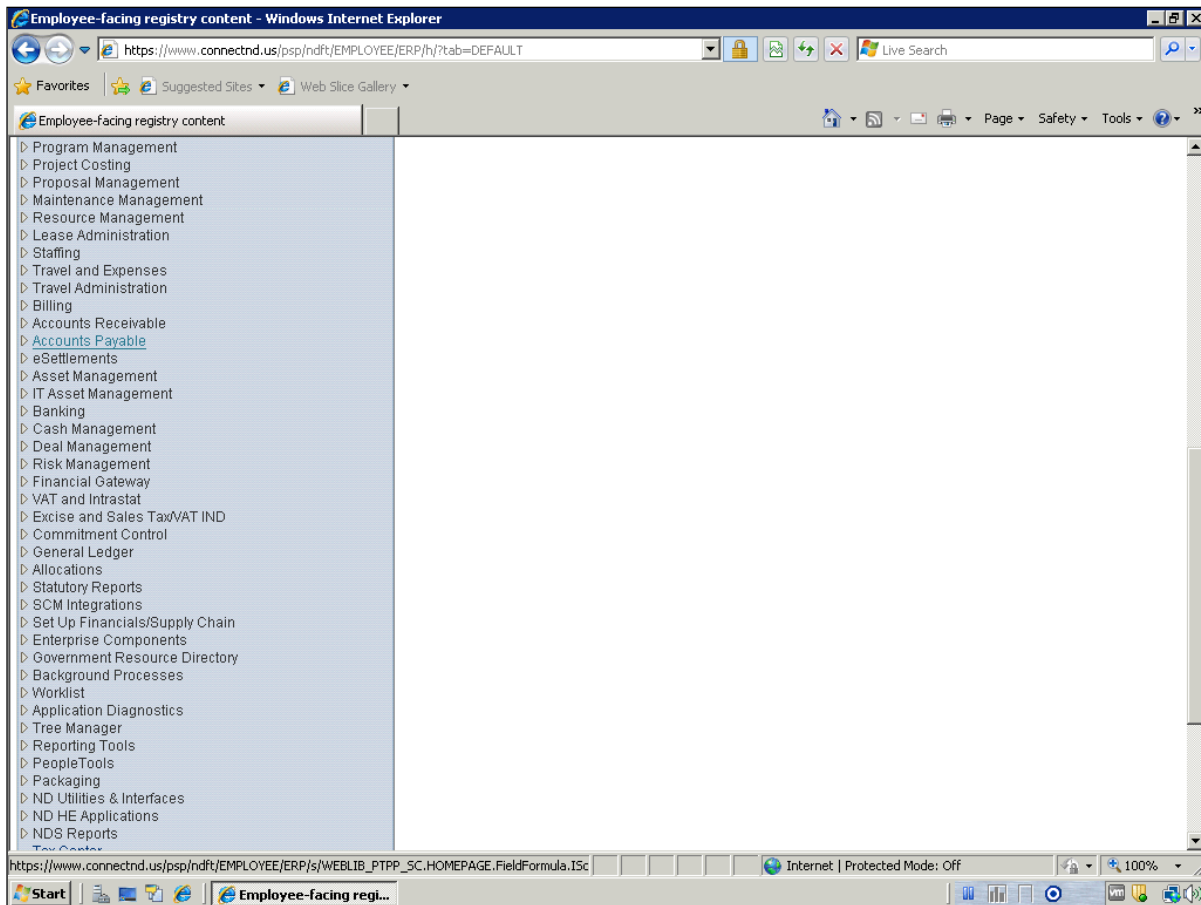
Batch Budget Checking

Navigation: Accounts Payable > Batch Processes > Vouchers > Budget Check

If applicable, agencies can budget check multiple vouchers through the batch budget checking process.

Procedure

This topic shows how to run a Batch Budget Checking process.



Step	Action
1.	Click the Accounts Payable link. ▶ Accounts Payable



Training Guide

Module 4 – Accounts Payable

Base Navigation Page - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_

Base Navigation Page

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable

Main Menu >

Accounts Payable [Edit "Accounts Payable" Folder](#)

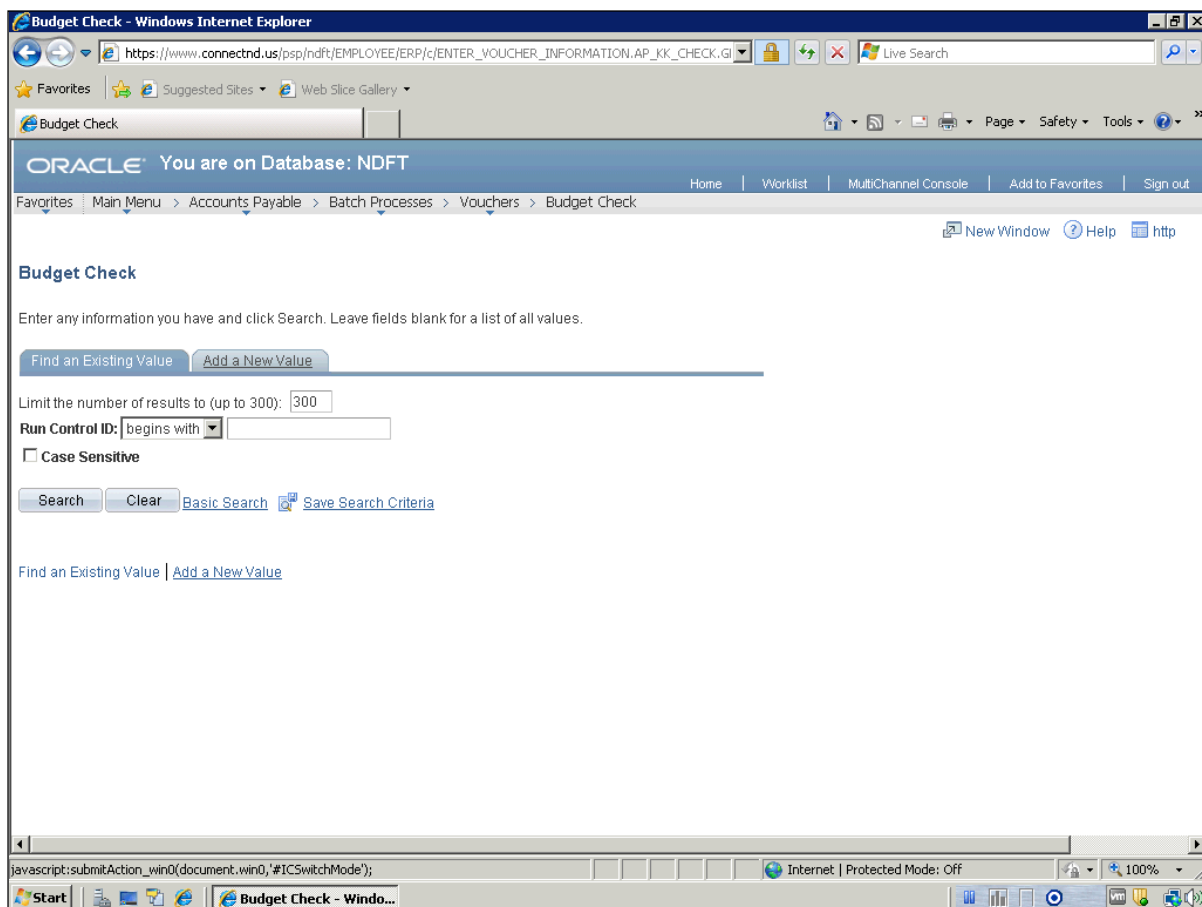
Access PeopleSoft Payables.

Vouchers Add, maintain, and approve vouchers. Add/Update Maintain Approve	Control Groups Add, maintain, and review control groups. Group Information Update Status Delete Control Group Post Control Group	Payments Create and manage payments. Pay Cycle Processing Pay Cycle Approvals Pay Cycle Exceptions 5 More...
Batch Processes Process vouchers, payments, accounting entries, clearing, and revaluation. Vouchers Payment Extracts and Loads 3 More...	Review Accounts Payable Info Run inquiries on vouchers, vendors, payments, and integration with systems. Payables Search Criteria Vouchers Interfaces 2 More...	Reports Create accounts payable reports. Vouchers Voucher Reconciliation Payments 5 More...
Accounts Payable Center Access the Accounts Payable center.		

Start | Base Navigation Page...

Step	Action
2.	Click the Batch Processes link. Batch Processes
3.	Click the Vouchers link. Vouchers
4.	Click the Budget Check link. Budget Check


Step	Action
5.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.</p>






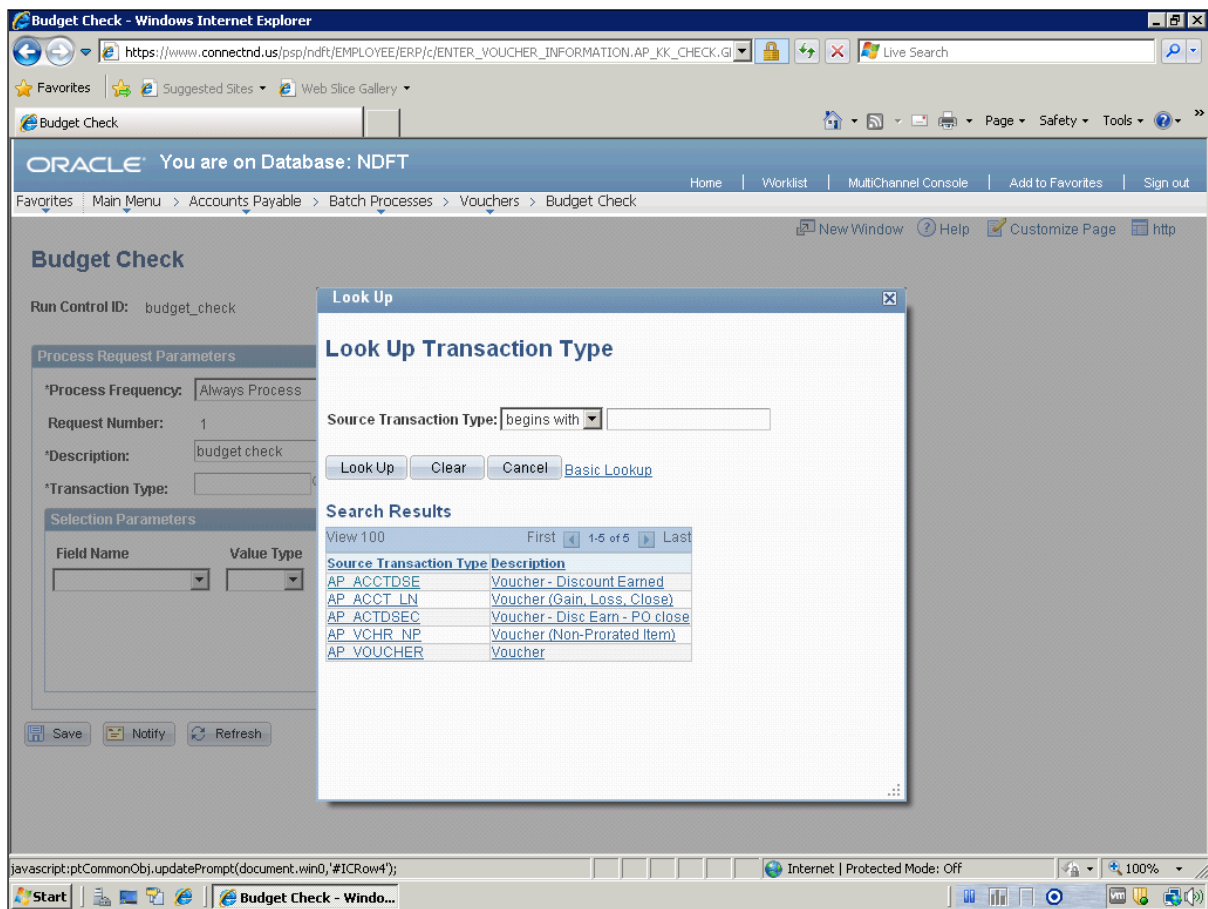
Step	Action
6.	<p>Click the Add a New Value tab.</p> <p>Add a New Value</p>
7.	<p>Enter the desired information into the Run Control ID field.</p> <p>Enter "budget_check".</p>



Training Guide Module 4 – Accounts Payable

Step	Action
8.	Click the Add button. 

Step	Action
9.	Click the Process Frequency list. 
10.	Click the Always Process list item. 
11.	Enter the desired information into the Description field. Enter " budget check ".
12.	Click the Look up Transaction Type (Alt+5) button. 



Step	Action
13.	Click the Voucher link. Voucher



Training Guide Module 4 – Accounts Payable

Budget Check - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.AP_KK_CHECK.GI

Oracle: You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Budget Check

New Window | Help | Customize Page | http

Budget Check

Run Control ID: budget_check [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters Find | View All | First | 1 of 1 | Last

*Process Frequency: Always Process

Request Number: 1




*Description: budget check

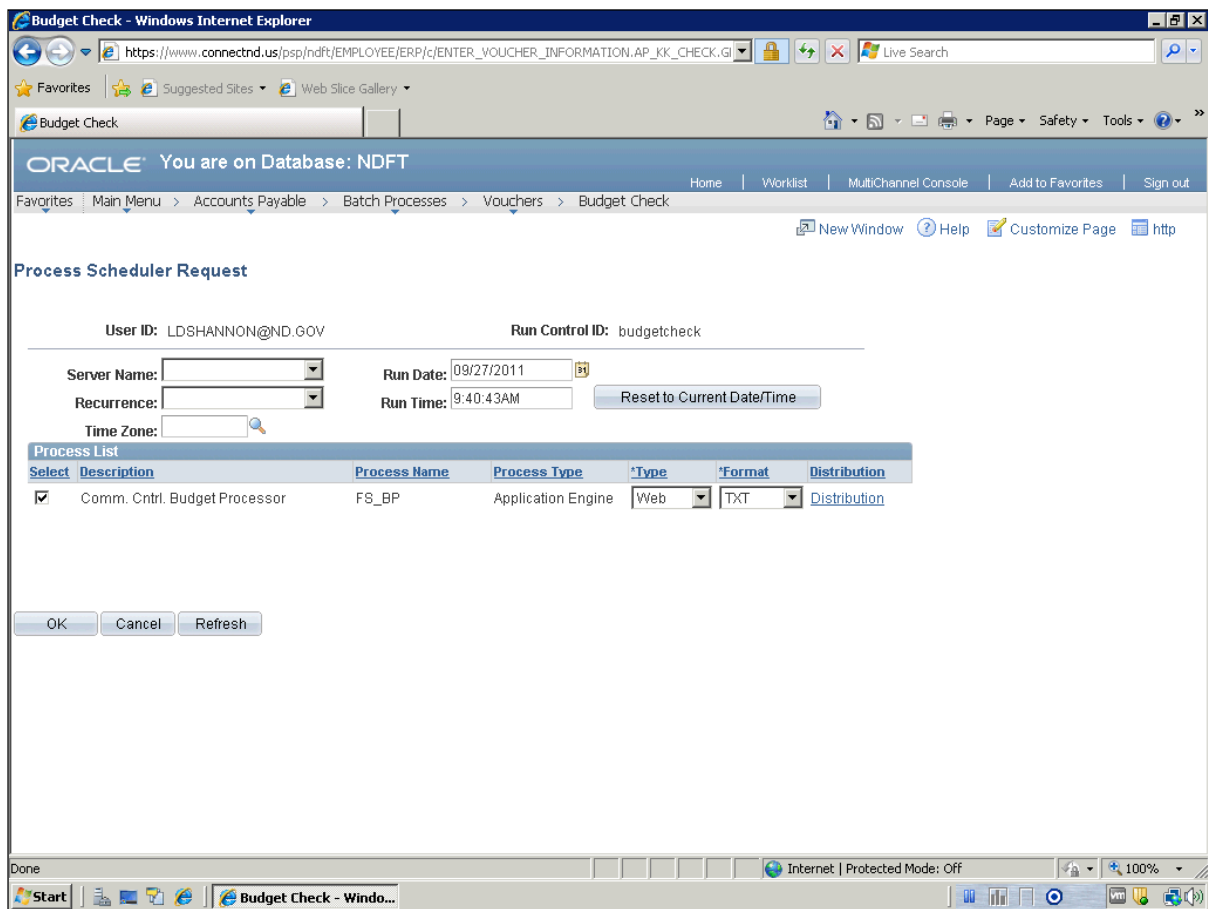
*Transaction Type: AP_VOUCHER ☐ Process All Business Units

Selection Parameters Find | View All | First | 1 of 1 | Last

Field Name	Value Type	From/To	From/To
Accounting Date			
Business Unit			
Close Status Indicator			
Control Group ID			
Invoice Number			
Vendor ID			
Vendor SetID			
Voucher ID			

Refresh [Add](#) [Update/Display](#)

Step	Action
14.	Click the Business Unit list item. 
15.	Enter the desired information into the From/To field if necessary. Enter " 11000 ".
16.	Click the Save button. 
17.	Click the Run button. 



Step	Action
18.	Click the OK button. <div>OK</div>



Training Guide Module 4 – Accounts Payable

Budget Check - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.AP_KK_CHECK.GI

Oracle: You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Budget Check

New Window | Help | Customize Page | Saved

Budget Check

Run Control ID: budgetcheck [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 6556072

Process Request Parameters

Find | View All | First | 1 of 1 | Last

*Process Frequency: Always Process

Request Number: 1

*Description: budget check

*Transaction Type: AP_VOUCHER ☐ Process All Business Units

Selection Parameters

Find | View All | First | 1 of 1 | Last

Field Name	Value Type	From/To	From/To
Business Unit	Range	11000	11000

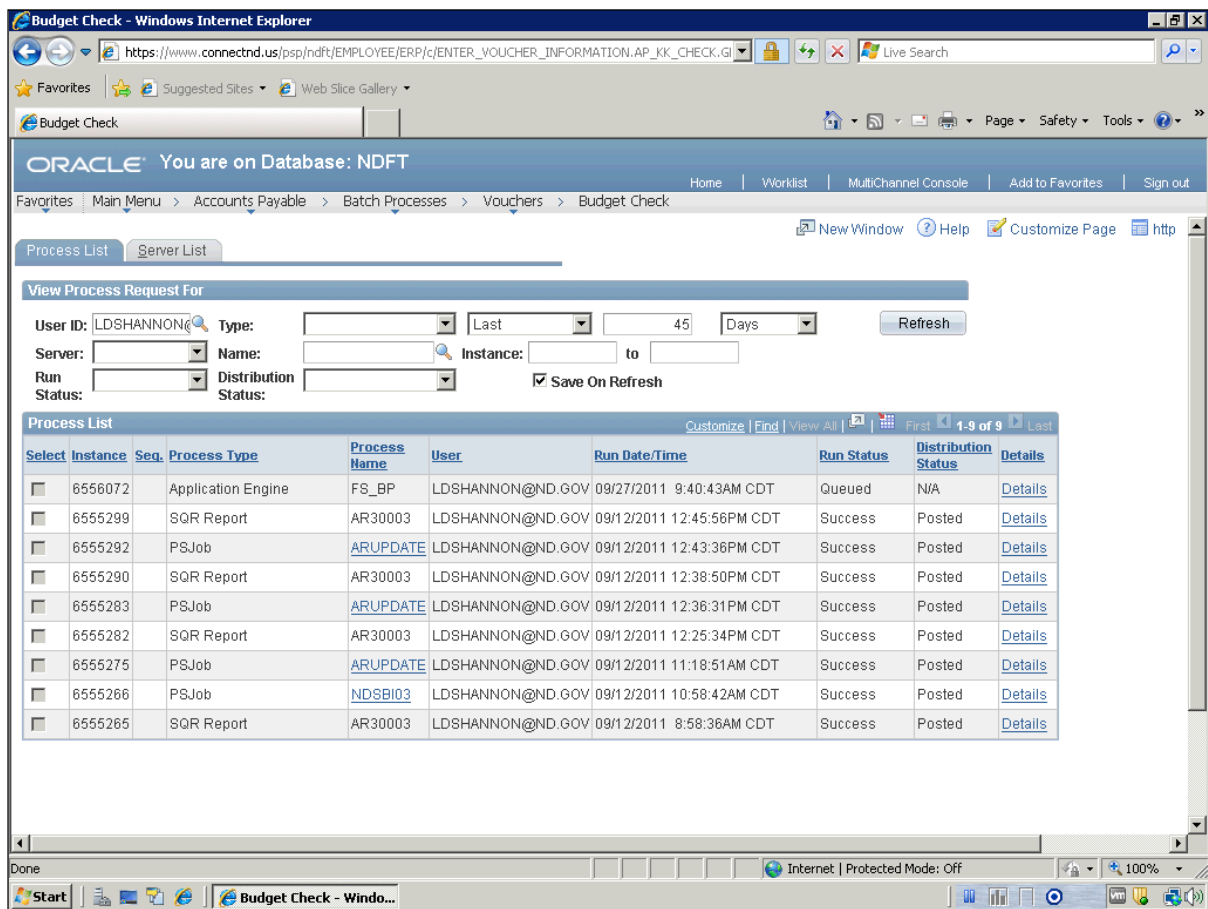
Save | Notify | Refresh | Add | Update/Display

javascript:hAction_win0(document.win0,'PRCSRQSTDLG_WRK_LOADPRCSMONITORPB', 0, 0, 'Process

Internet | Protected Mode: Off

Start | Budget Check - Windo...

Step	Action
19.	Click the Process Monitor link. Process Monitor



Step	Action
20.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> <div>Refresh</div>
21.	The process is complete when the Run Status is Success.
22.	<p>This topic showed how to run the Batch Budget Checking process.</p> <p>End of Procedure.</p>



Training Guide Module 4 – Accounts Payable

ST 4.3.2 - Voucher Build - Errors/Staged Vouchers

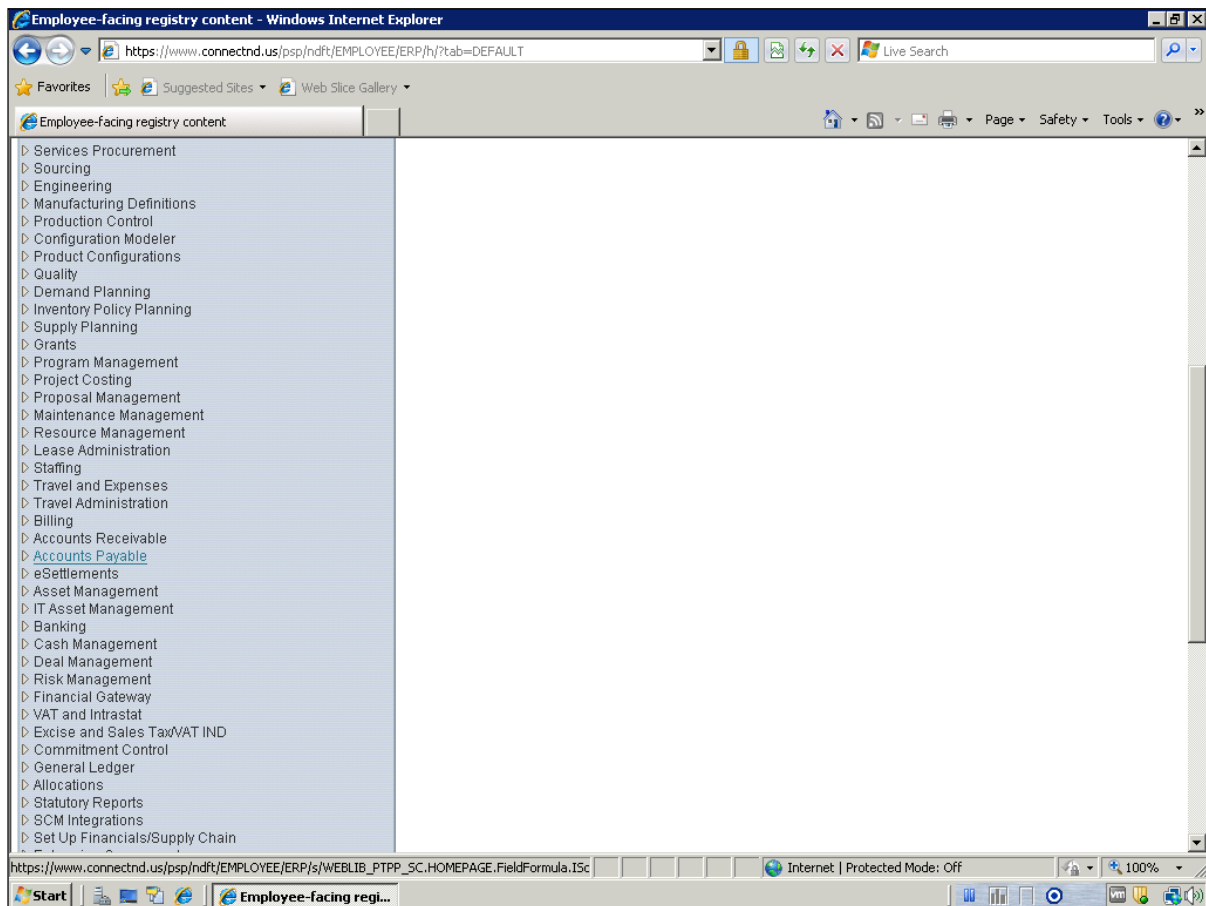
Voucher Build - Errors/Staged Vouchers

Navigation: Accounts Payable > Vouchers > Maintain > Voucher Build Error Detail

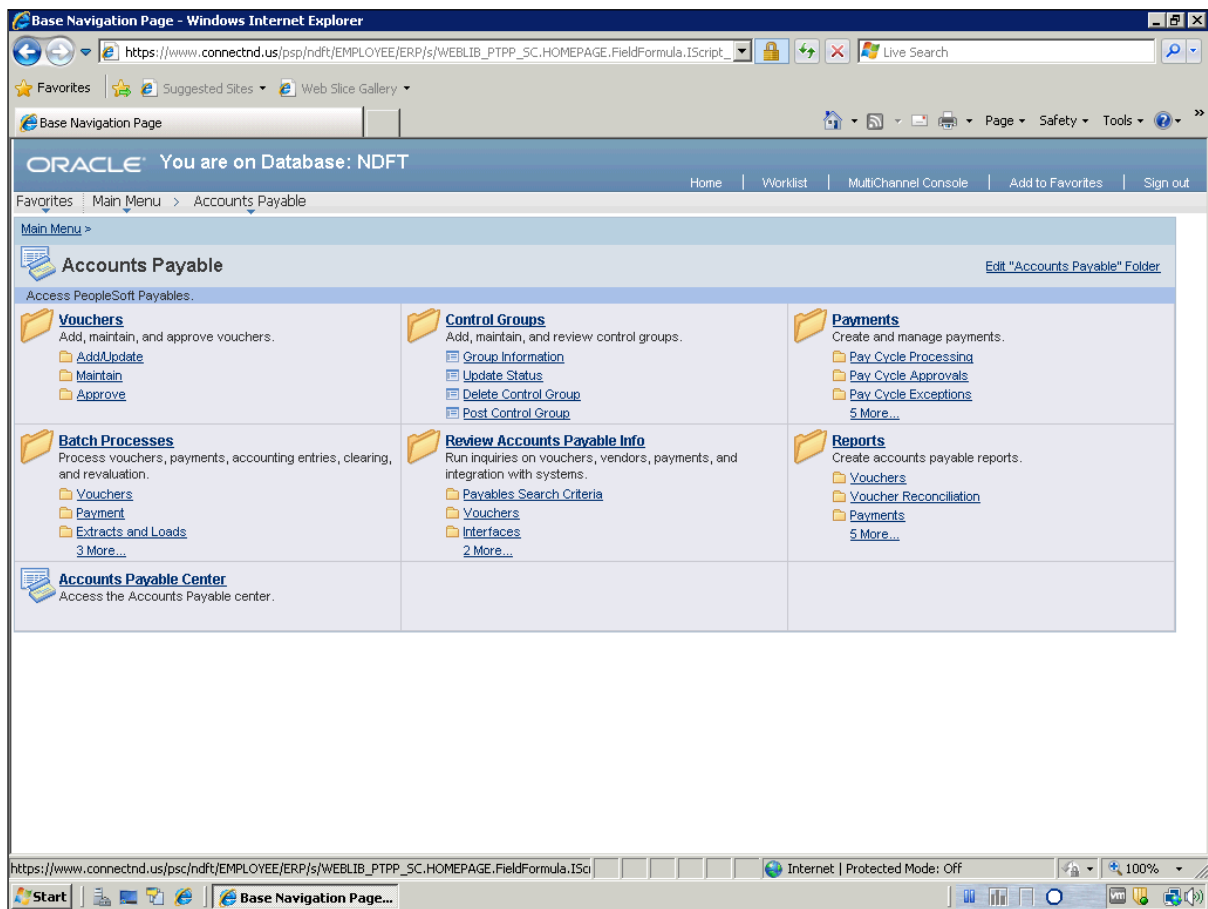
The Errors/Staged Vouchers is a component where the Voucher Build process has resulted in pre-edit errors and the vouchers are stored in tables for correction.

Procedure

This topic shows how to run the Voucher Build - Errors/Staged Vouchers process.



Step	Action
1.	Click the Accounts Payable link. ▶ Accounts Payable



Step	Action
2.	Click the Batch Processes link. Batch Processes
3.	Click the Vouchers link. Vouchers
4.	Click the Voucher Build link. Voucher Build




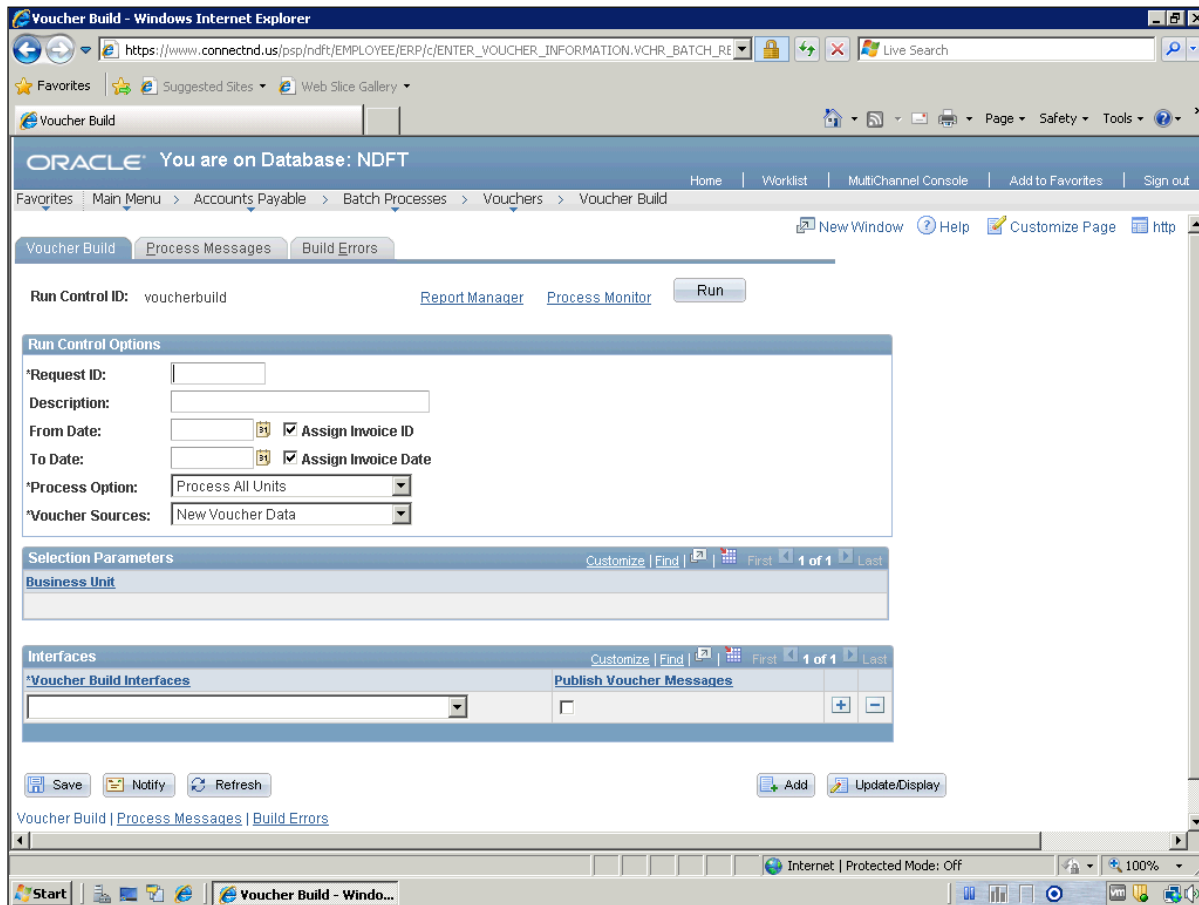
Training Guide



Module 4 – Accounts Payable

Step	Action
5.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u>. Once the Run Control is entered you will proceed to the parameters page.</p>

Step	Action
6.	<p>Click the Search button.</p> <p>Search</p>



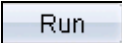
Step	Action
7.	Click the voucherbuild link. 

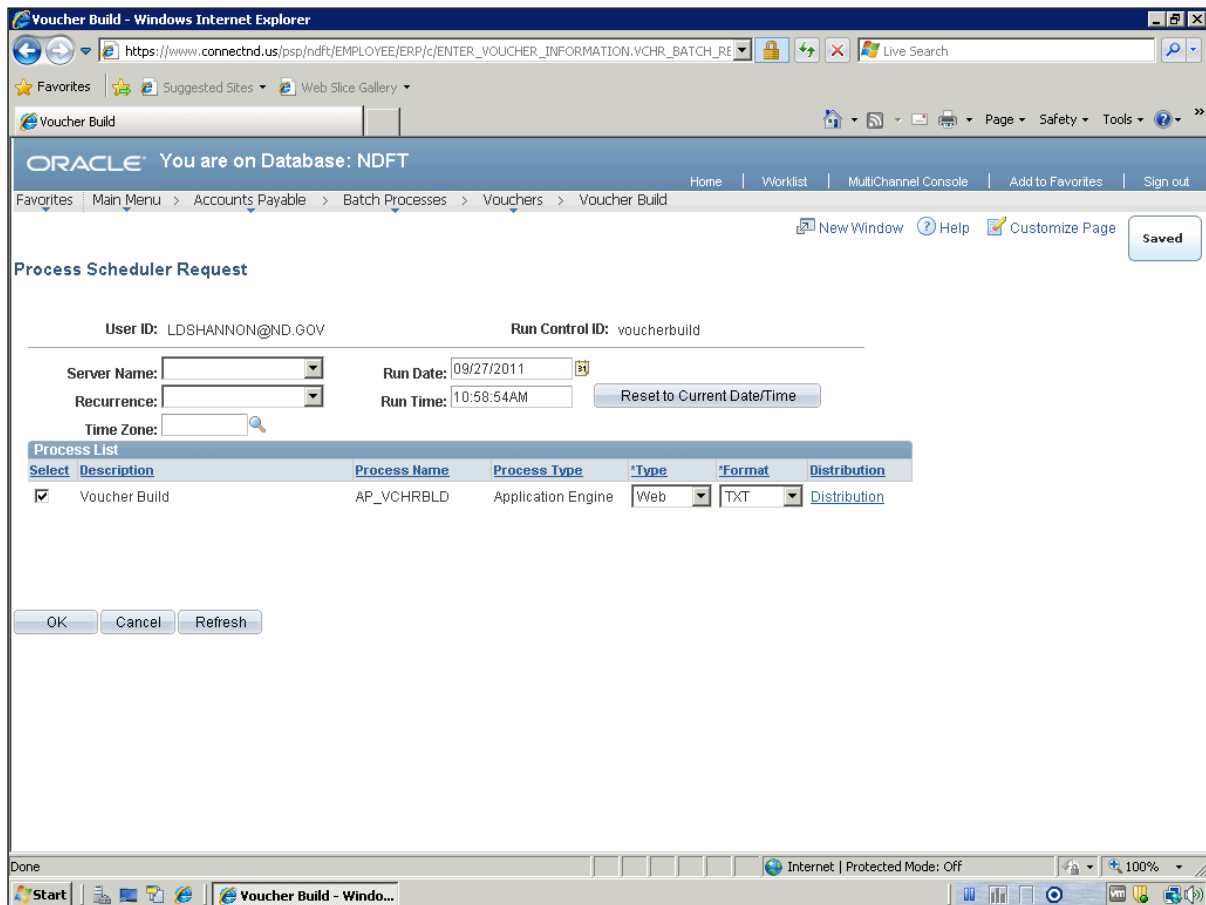


Step	Action
8.	Enter the desired information into the Request ID field. Enter "001".
9.	Enter the desired information into the Description field. Enter "voucher build".
10.	Enter the desired information into the From Date field. Enter "08/01/2011".
11.	Enter the desired information into the To Date field. Enter "09/27/2011".
12.	Click the Process Option list. 
13.	Click the Business Unit list item. 



Training Guide Module 4 – Accounts Payable

Step	Action
14.	Click the Voucher Sources list. 
15.	Click the All (Unrestricted) list item. 
16.	Enter the desired information into the Business Unit field. Enter " 11000 ".
17.	Click the Voucher Build Interfaces list.
18.	Click the All Interfaces list item.
19.	Click the Run button. 



Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: voucherbuild


Server Name: Run Date: 09/27/2011

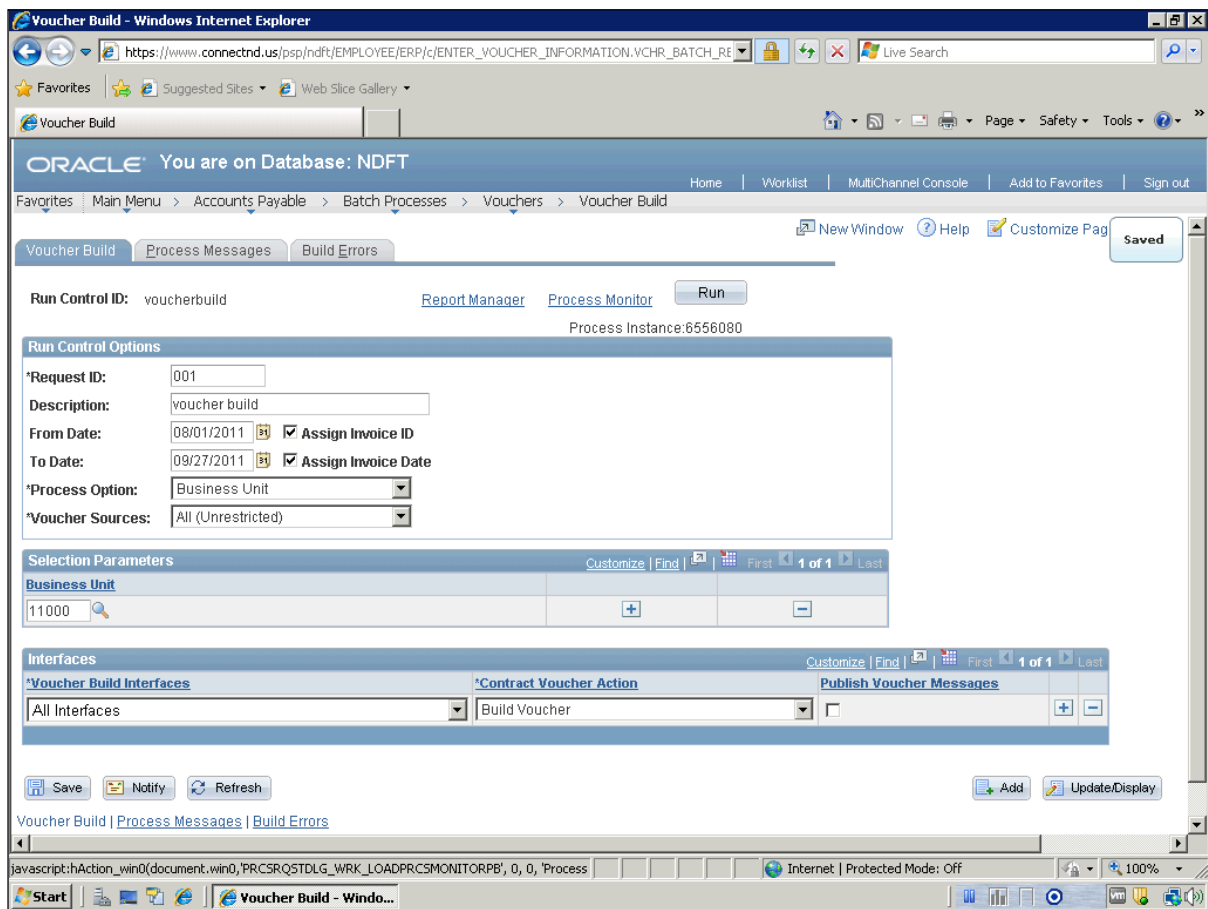
Recurrence: Run Time: 10:58:54AM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Voucher Build	AP_VCHRBLD	Application Engine	Web	TXT	Distribution

[OK](#) [Cancel](#) [Refresh](#)

Step	Action
20.	Click the OK button. 



Step	Action
21.	Click the Process Monitor link. Process Monitor



Training Guide Module 4 – Accounts Payable

Voucher Build - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_RE

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Build

Process List | Server List

New Window | Help | Customize Page | http

View Process Request For

User ID: LDSHANNON@ND.GOV Type: Last 45 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

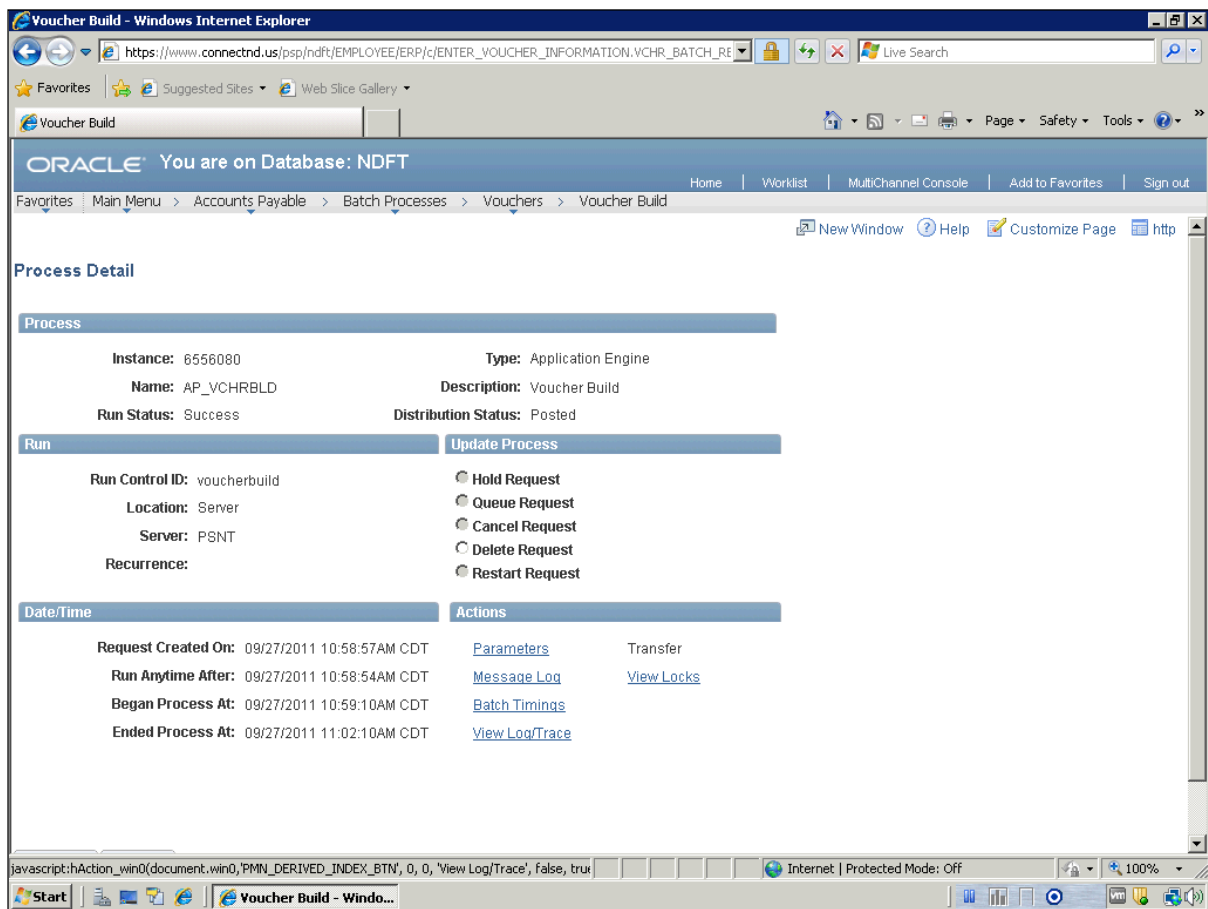
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6556080		Application Engine	AP_VCHRBLD	LDSHANNON@ND.GOV	09/27/2011 10:58:54AM CDT	Queued	N/A	Details
<input type="checkbox"/>	6556072		Application Engine	FS_BP	LDSHANNON@ND.GOV	09/27/2011 9:40:43AM CDT	Success	Posted	Details
<input type="checkbox"/>	6555299		SQR Report	AR30003	LDSHANNON@ND.GOV	09/12/2011 12:45:56PM CDT	Success	Posted	Details
<input type="checkbox"/>	6555292		PSJob	ARUPDATE	LDSHANNON@ND.GOV	09/12/2011 12:43:36PM CDT	Success	Posted	Details
<input type="checkbox"/>	6555290		SQR Report	AR30003	LDSHANNON@ND.GOV	09/12/2011 12:38:50PM CDT	Success	Posted	Details
<input type="checkbox"/>	6555283		PSJob	ARUPDATE	LDSHANNON@ND.GOV	09/12/2011 12:36:31PM CDT	Success	Posted	Details
<input type="checkbox"/>	6555282		SQR Report	AR30003	LDSHANNON@ND.GOV	09/12/2011 12:25:34PM CDT	Success	Posted	Details
<input type="checkbox"/>	6555275		PSJob	ARUPDATE	LDSHANNON@ND.GOV	09/12/2011 11:18:51AM CDT	Success	Posted	Details
<input type="checkbox"/>	6555266		PSJob	NDSBI03	LDSHANNON@ND.GOV	09/12/2011 10:58:42AM CDT	Success	Posted	Details
<input type="checkbox"/>	6555265		SQR Report	AR30003	LDSHANNON@ND.GOV	09/12/2011 8:58:36AM CDT	Success	Posted	Details

Done

Internet | Protected Mode: Off

Start | Voucher Build - Windo...

Step	Action
22.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> <p>Refresh</p>
23.	<p>Click the Details link.</p> <p>Details</p>



Step	Action
24.	Click the View Log/Trace link. View Log/Trace



Training Guide

Module 4 – Accounts Payable

Voucher Build - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_RE

Oracle: You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Build

New Window | Help | Customize Page | http

View Log/Trace

Report

Report ID: 5214686 Process Instance: 6556080 [Message Log](#)

Name: AP_VCHRBLD Process Type: Application Engine

Run Status: Success

Voucher Build

Distribution Details

Distribution Node: NT Expiration Date: 01/04/2012

File List

Name	File Size (bytes)	Datetime Created
AE_AP_VCHRBLD_6556080.AET	248	09/27/2011 11:02:10.413000AM CDT
AE_AP_VCHRBLD_6556080.stdout	1,387	09/27/2011 11:02:10.413000AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	LDSHANNON@ND.GOV

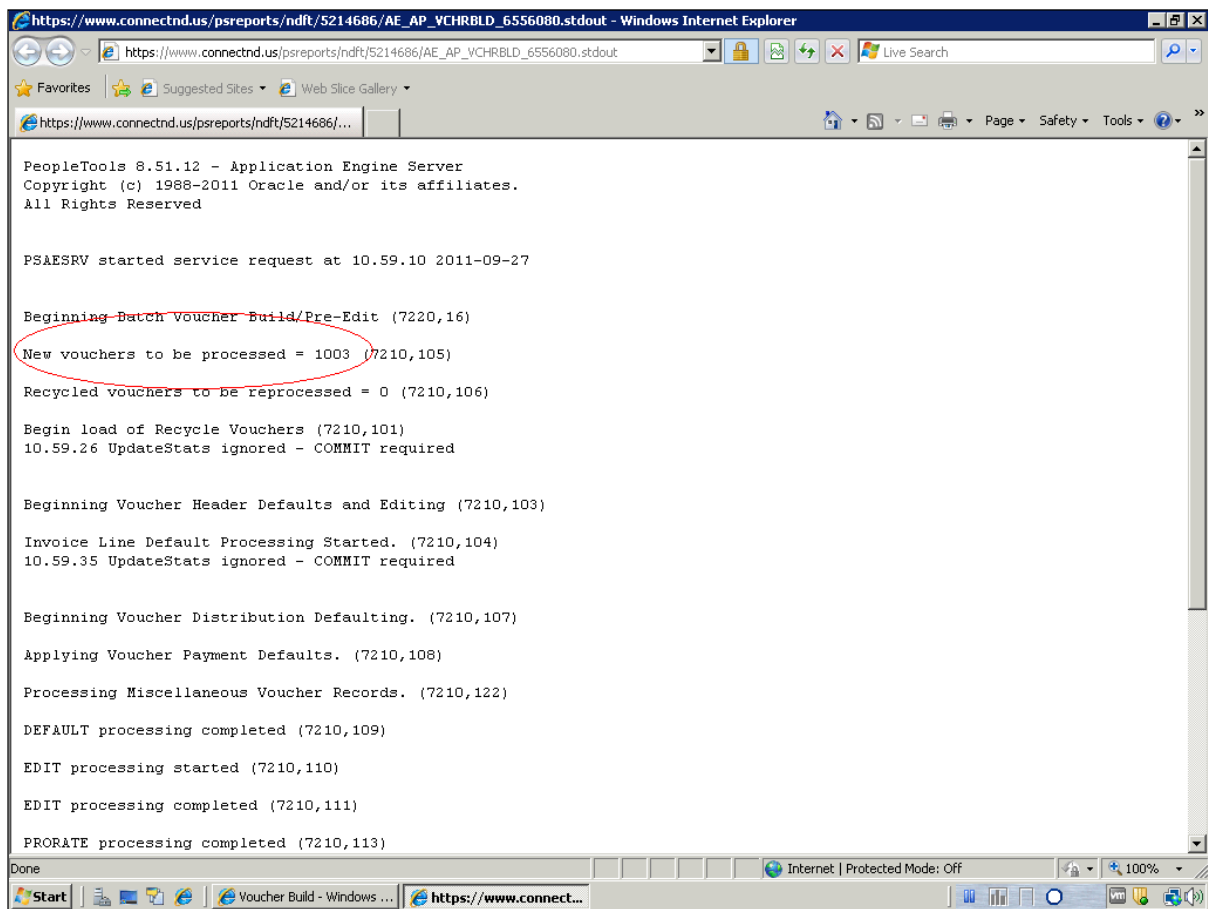
Return


https://www.connectnd.us/psreports/ndft/5214686/AE_AP_VCHRBLD_6556080.stdout

Internet | Protected Mode: Off

Start | Voucher Build - Windo...

Step	Action
25.	Click the AE_AP_VCHRBLD_6556080.stdout link. AE_AP_VCHRBLD_6556080.stdout



Step	Action
26.	Click the Close button. 
27.	This topic showed how to run the Voucher Build - Errors/Stages Vouchers process. End of Procedure.



ST Lesson 4.4 - Voucher - Payment Inquiries

Voucher - Payment Inquiries

Payables provides inquiry pages and reports that enable you to access vouchers or obtain payment and vendor information by utilizing search criteria data.

ST 4.4.1 - Voucher Inquiry

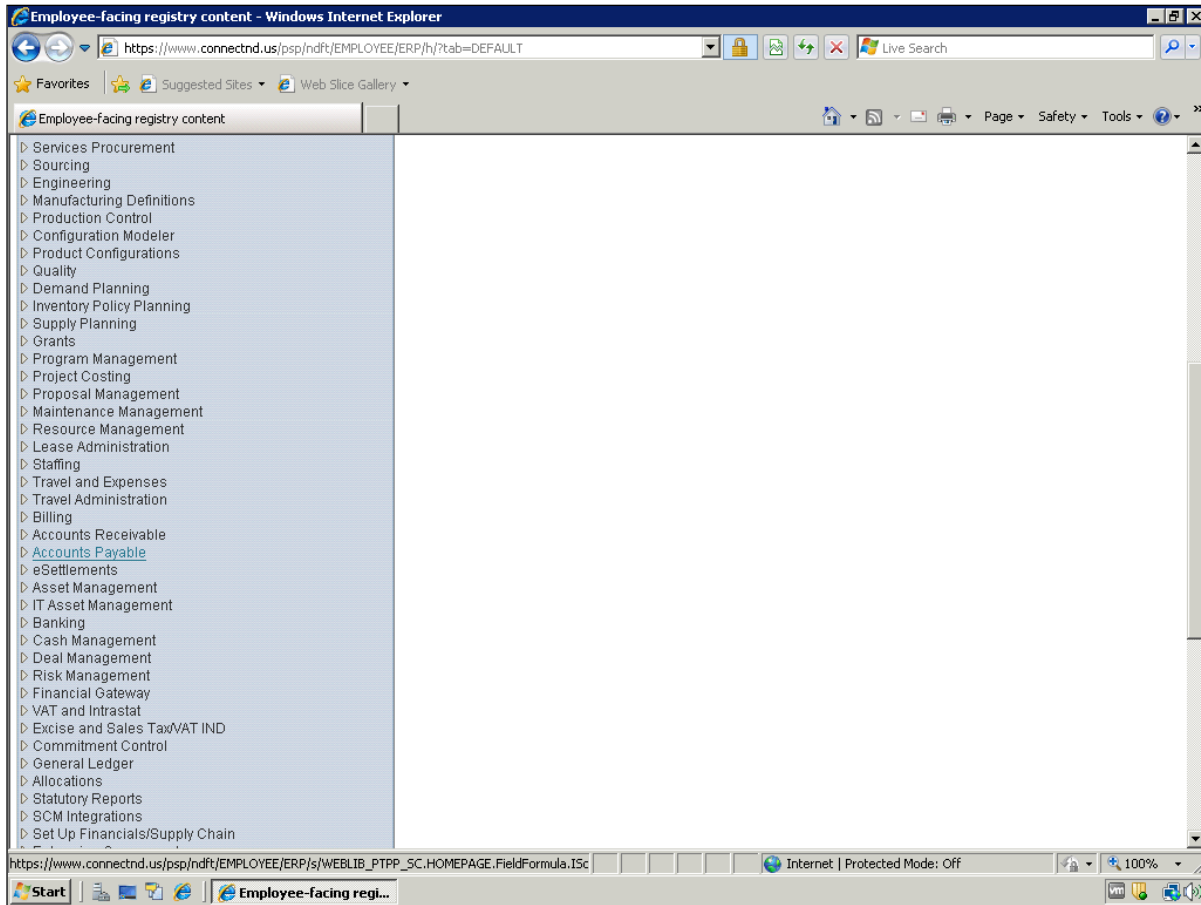
Voucher Inquiry

Navigation: [Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher](#)

Voucher Inquiry enables you to view information regarding vouchers processed through PeopleSoft Accounts Payable.

Procedure

This topic shows how to access Voucher Inquiry.



Step	Action
1.	Click the Accounts Payable link. ▶ Accounts Payable



Training Guide

Module 4 – Accounts Payable

Base Navigation Page - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_

Base Navigation Page

ORACLE You are on Database: NDFT

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Accounts Payable

Main Menu >

Accounts Payable [Edit "Accounts Payable" Folder](#)

Access PeopleSoft Payables.

Vouchers Add, maintain, and approve vouchers. Add/Update Maintain Approve	Control Groups Add, maintain, and review control groups. Group Information Update Status Delete Control Group Post Control Group	Payments Create and manage payments. Pay Cycle Processing Pay Cycle Approvals Pay Cycle Exceptions 5 More...
Batch Processes Process vouchers, payments, accounting entries, clearing, and revaluation. Vouchers Payment Extracts and Loads 3 More...	Review Accounts Payable Info Run inquiries on vouchers, vendors, payments, and integration with systems. Payables Search Criteria Vouchers Interfaces 2 More...	Reports Create accounts payable reports. Vouchers Voucher Reconciliation Payments 5 More...
Accounts Payable Center Access the Accounts Payable center.		

https://www.connectnd.us/psc/ndft/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_

Internet | Protected Mode: Off

Start Base Navigation Page...

Step	Action
2.	Click the Review Accounts Payable Info link. Review Accounts Payable Info
3.	Click the Vouchers link. Vouchers
4.	Click the Voucher link. Voucher

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

New Window | Help | Customize Page | http

Voucher Inquiry

Search Criteria

Search Name:

From **To**

Business Unit:

Voucher ID:

Invoice Id:

Vendor SetID:

Short Name:

Vendor ID:

Vendor Location:

Entry Status:

Accounting Dt:

Invoice Date:

Due Date:

Entered Date:



Origin Set ID:

Origin:

Control Group ID:

Contract ID:

Lease Number:

Step	Action
5.	Enter the desired information into the Vendor ID field. Enter " 0000001871 ". Note: Various search criteria fields are available, such as Invoice Id, Vendor ID, etc.
6.	Click the Search button. 
7.	The Voucher Detail results are displayed.
8.	Click the Acctg Entries button for additional information. 
9.	The Voucher Accounting Entries are displayed.
10.	This topic showed how to access Voucher Inquiry End of Procedure.

ST 4.4.2 - Payment Inquiry

Payment Inquiry



Training Guide

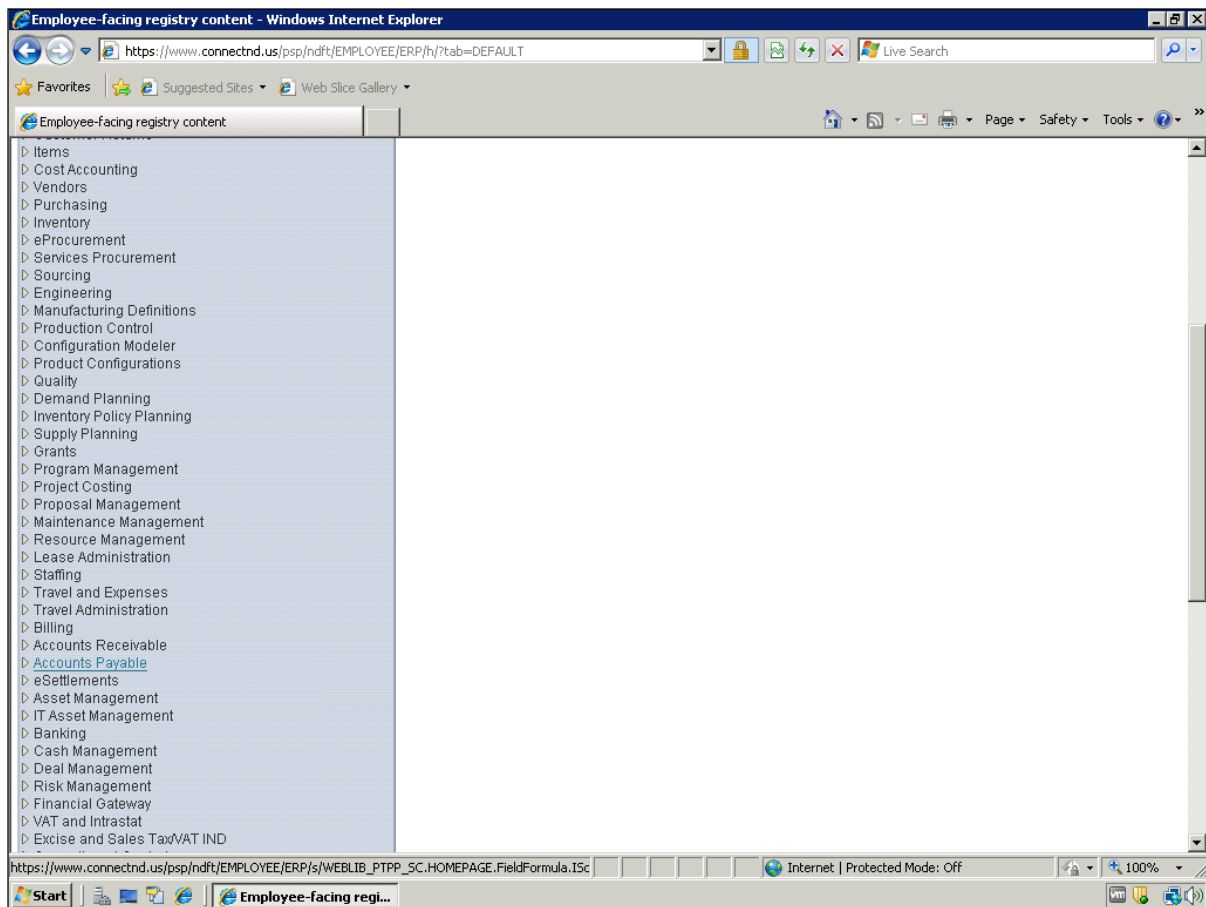
Module 4 – Accounts Payable

Navigation: [Accounts Payable > Review Accounts Payable Info > Payments > Payment](#)

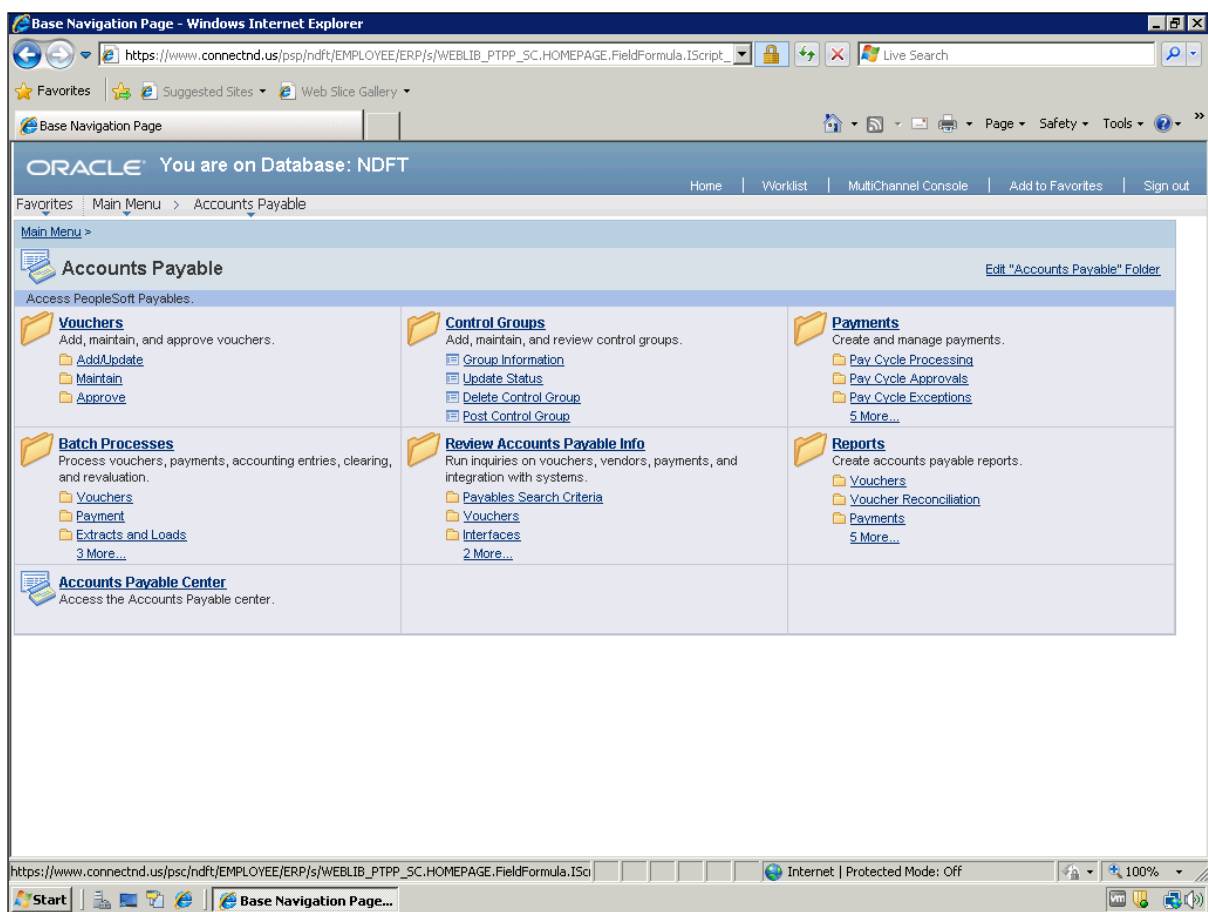
Payment Inquiry enables you to view information regarding payments processed through PeopleSoft Accounts Payable.

Procedure

This topic shows how to access Payment Inquiry.



Step	Action
1.	Click the Accounts Payable link. ▶ Accounts Payable



Step	Action
2.	Click the Review Accounts Payable Info link. Review Accounts Payable Info
3.	Click the Payments link. Payments
4.	Click the Payment link. Payment



Training Guide Module 4 – Accounts Payable

Payment - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/CREATE_PAYMENTS.PYMNT_INQ_SRCH.GBL?PORT#

Payment

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Payment

Vendor Name

*Amount Rule: Any

Amount

Currency

Bank SetID: STATE

Bank Code

Bank Account

Bank Account #

Reference

Payment Date

Payment Method

Pay Cycle

Seq Num

Payment Status

Remit SetID: STATE

Remit Vendor

Settle By

Settlement Status

Single Payment Vouchers: ☐



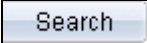
Max Rows: 300

Search Clear

☐ Show Chart *Chart Type: Bar Chart

Sorting Criteria

1st sort: Account ☐ Descending 2nd sort: Pymnt Ref ☐ Descending Sort

Step	Action
5.	Enter the desired information into the Amount field. Enter " 100.00 ".
6.	Enter the desired information into the Payment Date field. Enter " 08/01/2011 ".
7.	Click the Choose a date (Alt+5) button. 
8.	Click the Current Date link. 
9.	Click the Search button. 
10.	This topic showed how to access Payment Inquiry. End of Procedure.

ST 4.4.3 - Accounting Entries Inquiry

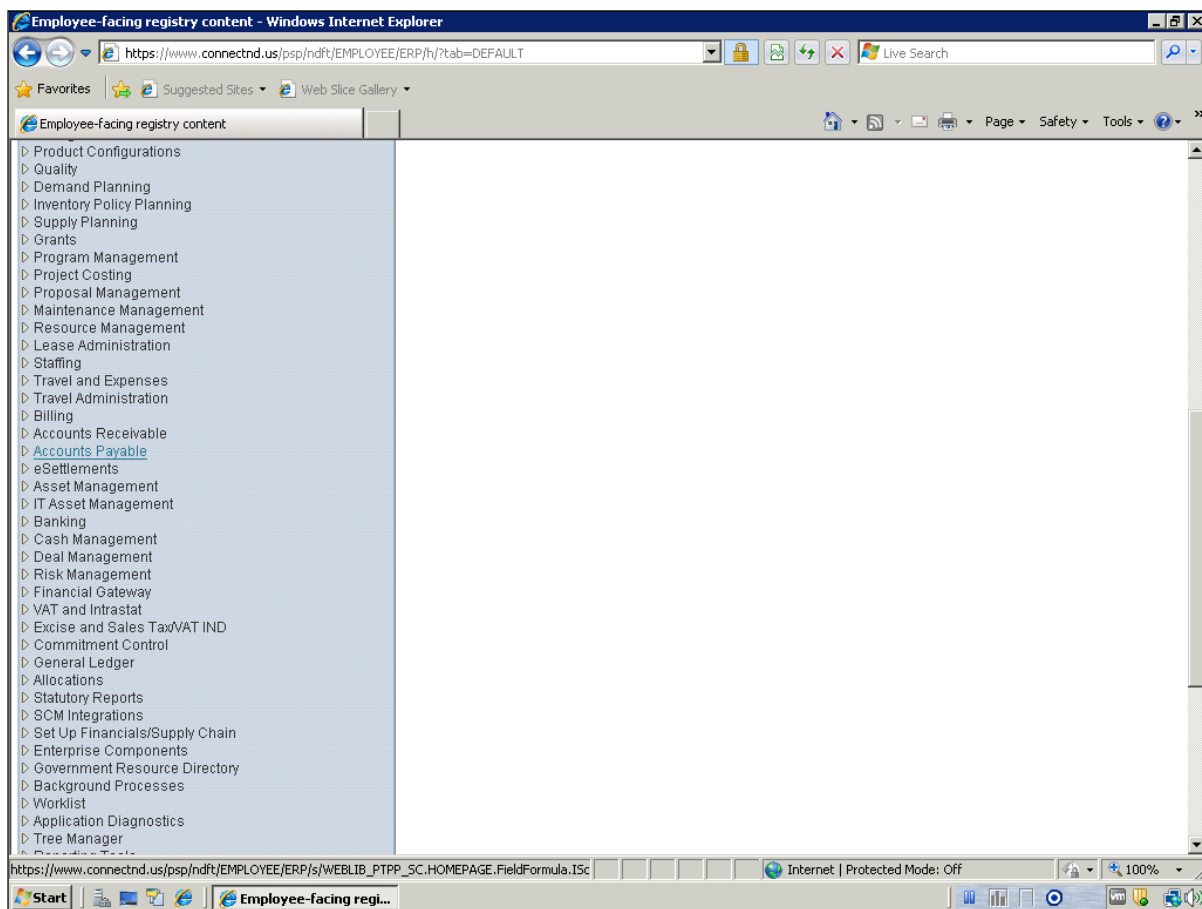
Accounting Entries Inquiry


Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

Accounting Entries Inquiry displays voucher accounting transaction information such as AP Accruals, Payments, Cancellations or Closures.

Procedure

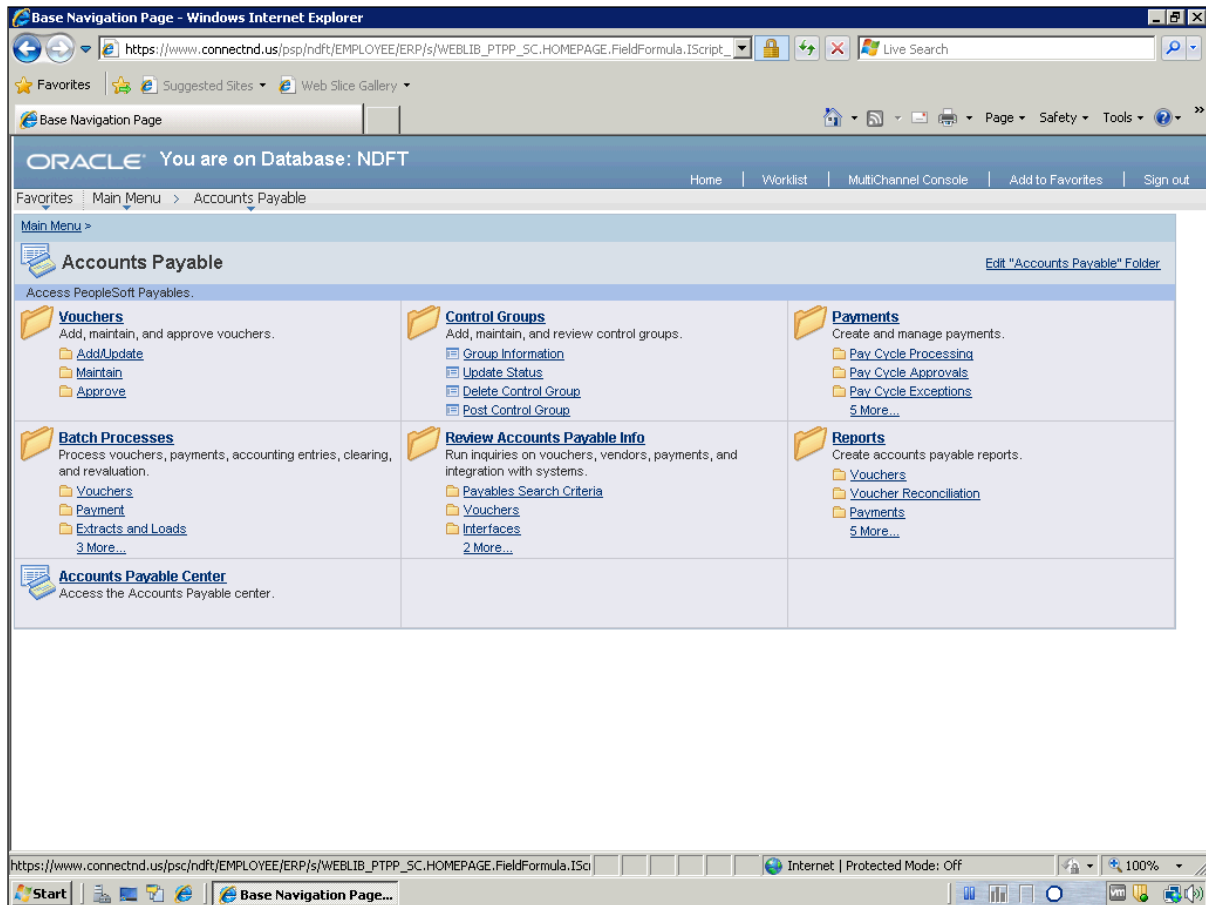
This topic shows how to access Accounting Entries Inquiry.



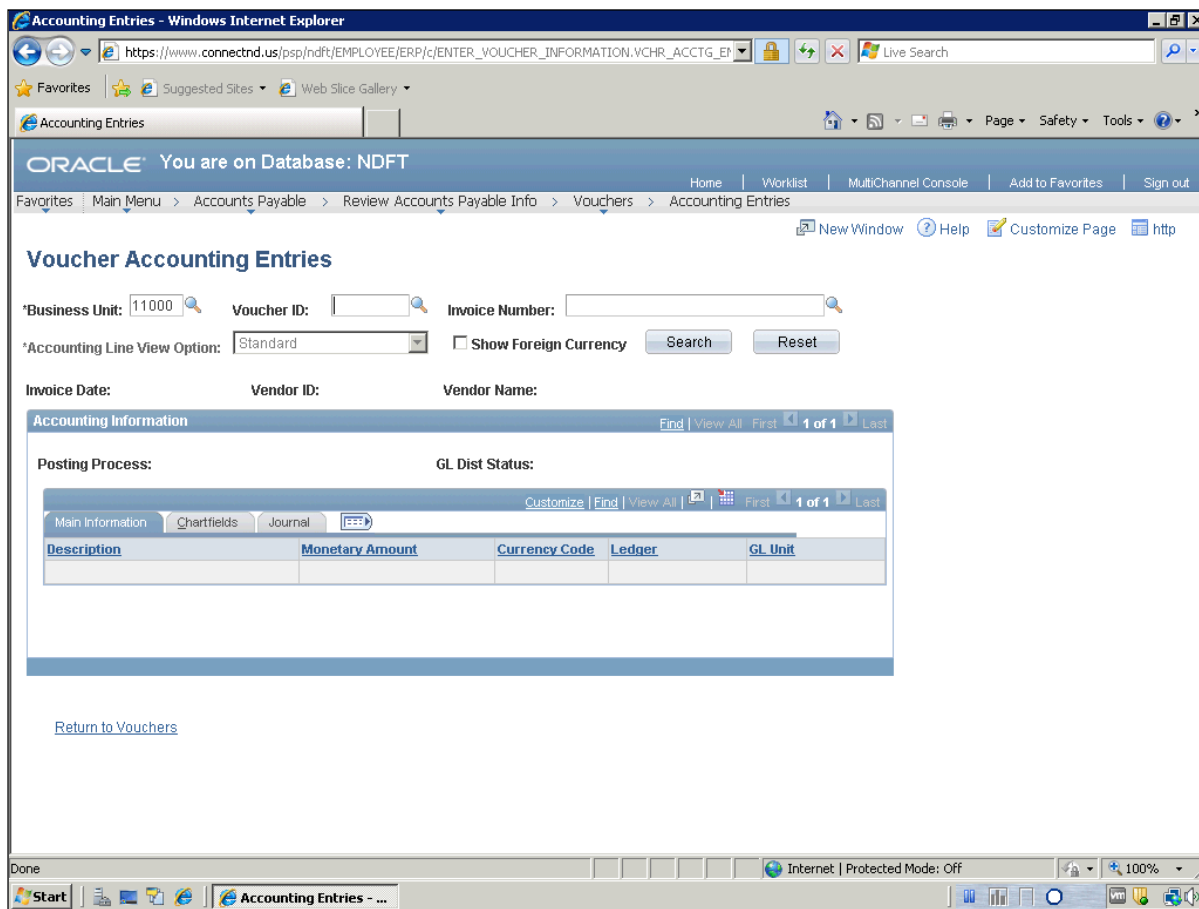
Step	Action
1.	Click the Accounts Payable link. 







Training Guide Module 4 – Accounts Payable



Step	Action
2.	Click the Review Accounts Payable Info link. Review Accounts Payable Info
3.	Click the Vouchers link. Vouchers
4.	Click the Accounting Entries link. Accounting Entries



Step	Action
5.	Enter the desired information into the Voucher ID field. Enter " 00001095 ".
6.	Click the Search button. 
7.	Click the View All link to display all Accounting Information lines. 
8.	Click the Show all columns button for Line 1. 
9.	Click the Show all columns button for Line 2. 
10.	Accounting information is displayed.
11.	Additional information is displayed when scrolling to the right of the page.
12.	This topic showed how to access Accounting Entries Inquiry. End of Procedure.



Training Guide Module 4 – Accounts Payable

ST 4.4.4 - Find an Existing Voucher

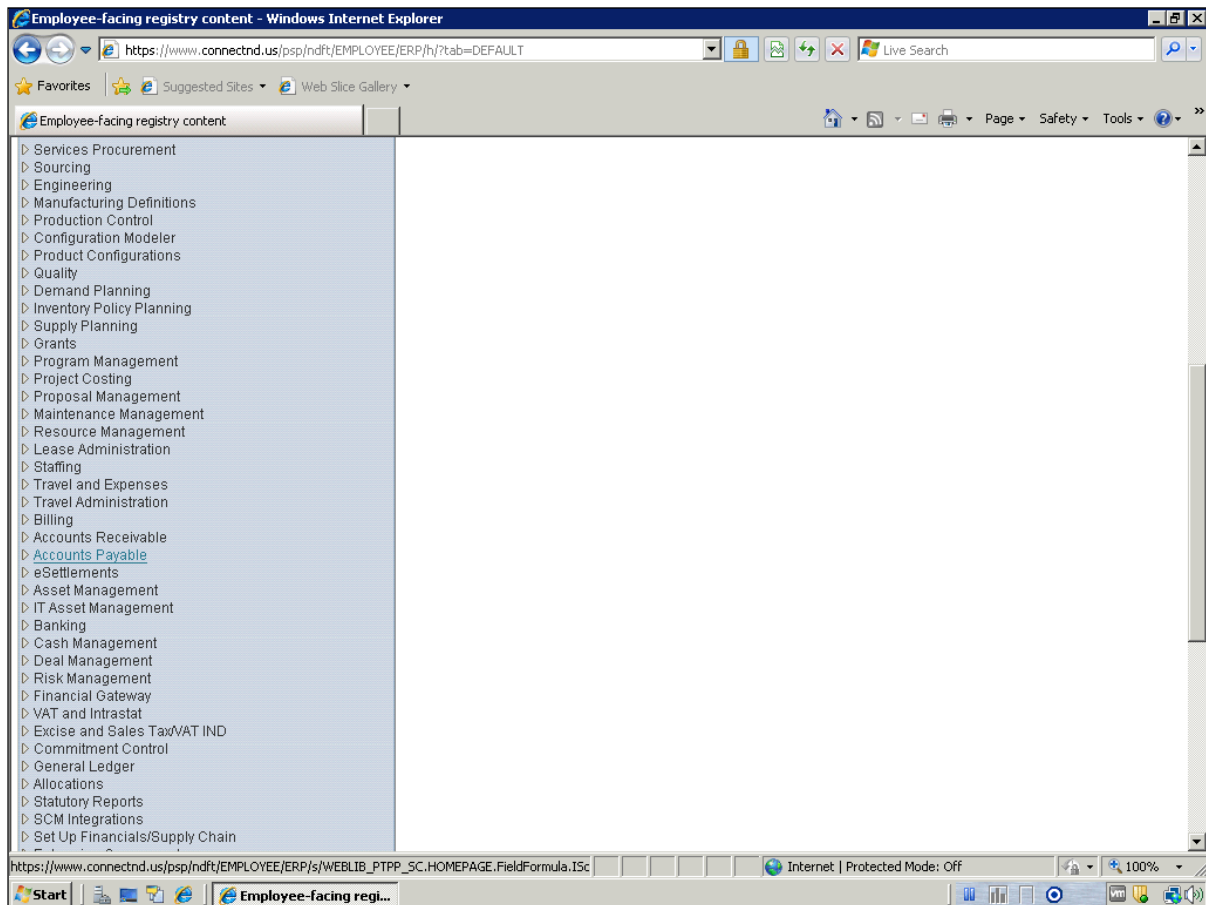
Find an Existing Voucher


Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

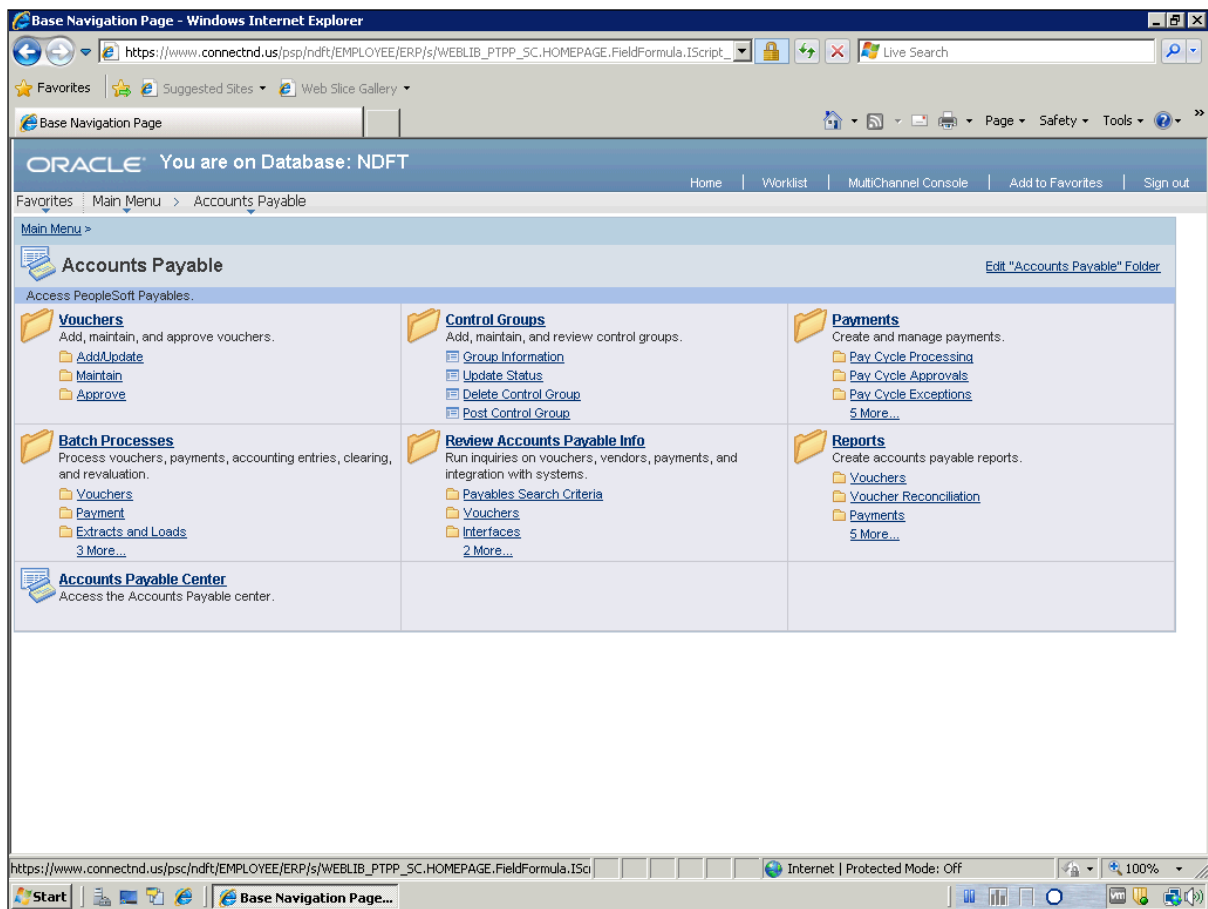
A search method to display a voucher that has been entered and saved in PeopleSoft.

Procedure

This topic shows how to Find an Existing Voucher.



Step	Action
1.	Click the Accounts Payable link. 



Step	Action
2.	Click the Vouchers link. Vouchers
3.	Click the Add/Update link. Add/Update
4.	Click the Regular Entry link. Regular Entry



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Regular Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS.c

Regular Entry

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

Voucher

Find an Existing Value | Add a New Value

Business Unit: 11000

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date: 03/23/2011

Gross Invoice Amount: 0.00

Lines Entered: 1

Add




Find an Existing Value | Add a New Value

javascript:submitAction_win0(document.win0,'#ICSwitchMode');

Internet | Protected Mode: Off

100%

Start | Regular Entry - Windo...

Step	Action
5.	Click the Find an Existing Value tab. 
6.	Note: There are several search criteria fields
7.	Enter the desired information into the Vendor ID field. Enter " 0000001871 ".
8.	Click the Search button. 
9.	Click the 03/23/2011 link. 
10.	This topic showed how to Find an Existing Voucher. End of Procedure.

ST Lesson 4.5 - Running Reports/Queries

Running Reports and Queries

Running Reports

PeopleSoft has many reports available for users to run on an "as needed" basis. These are standard reports based on the general information most PeopleSoft users need. Many of these do not meet the State of North Dakota's unique needs so several other custom reports have been developed. These reports are generally in a PDF format and can be saved to file or printed.

Running Queries

PeopleSoft has reporting capabilities that allow users to download information maintained on the system whenever needed. Queries are a less formal version of a report. There are several queries already developed for users to run.

ST 4.5.1 - Journal Approval Query

Journal Approval Query

Navigation: Reporting Tools > Query > Query Manager

Query Name - NDSALL_FINAL_VCHR_APPROVAL_DT

A query that displays voucher information such as voucher number, accounting date, approval status, approval instance, date/time stamp and user id.

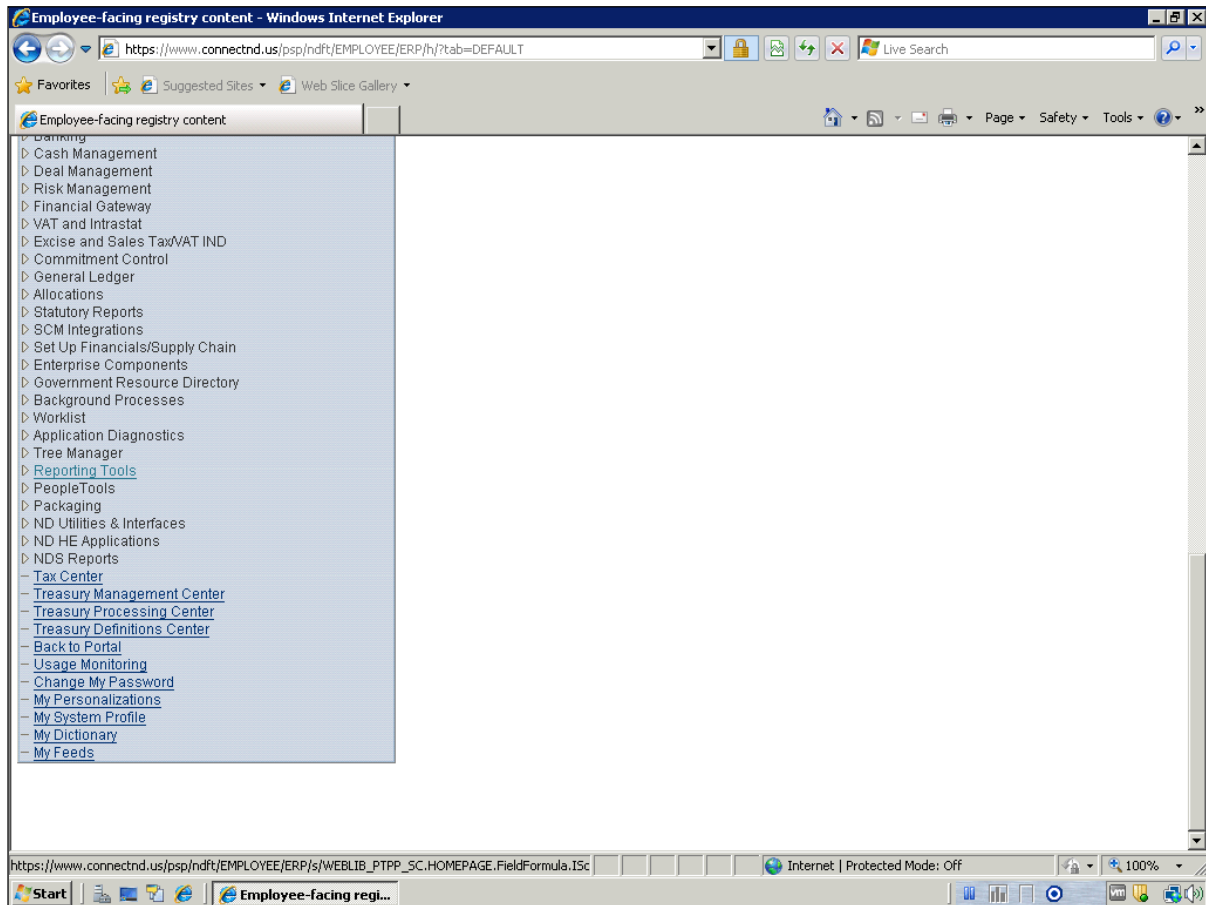
Procedure



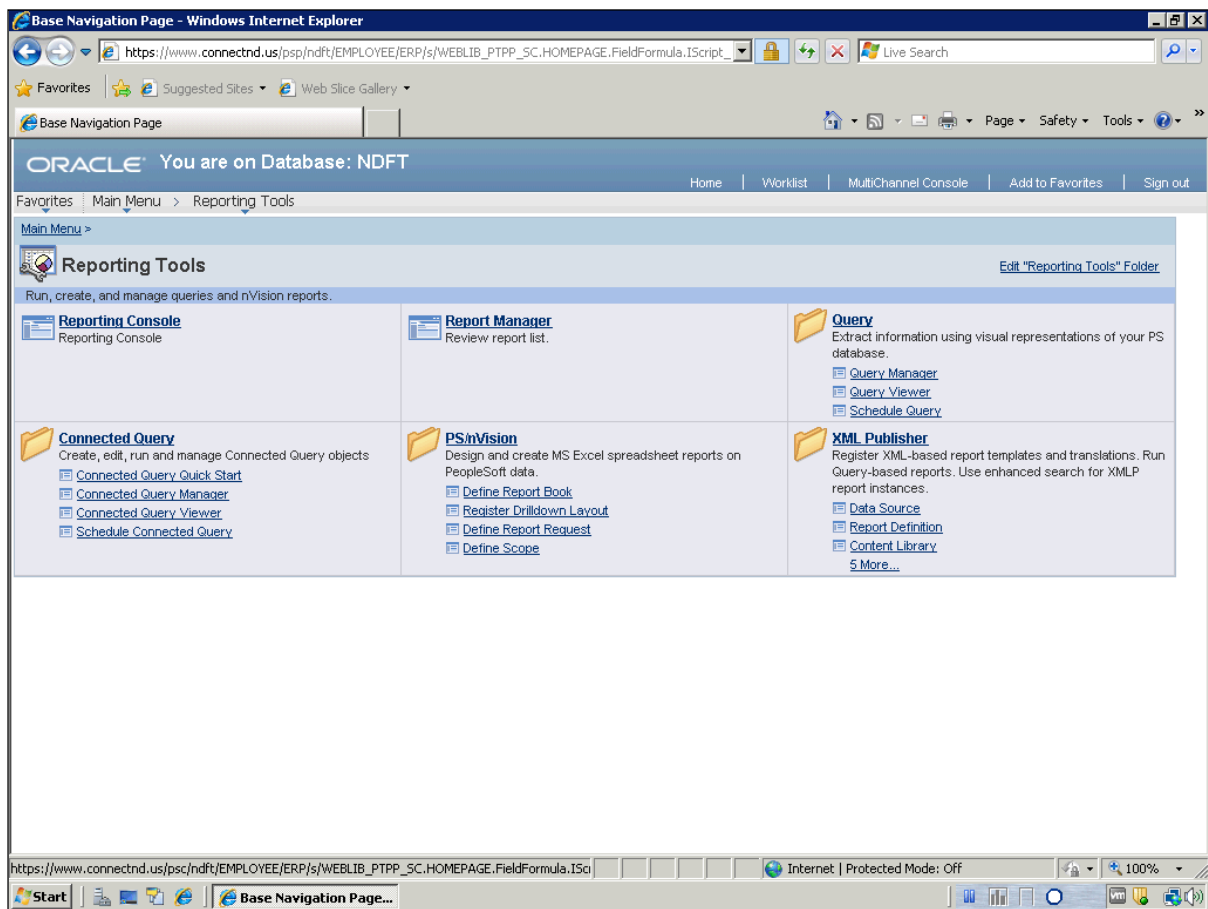
Training Guide

Module 4 – Accounts Payable

This topic shows how to access the Journal Approval Query.



Step	Action
1.	Click the Reporting Tools link. ▶ Reporting Tools



Step	Action
2.	Click the Query link. Query
3.	Click the Query Viewer link. Query Viewer



Training Guide Module 4 – Accounts Payable

Query Viewer - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/QUERY_MANAGER.QUERY_VIEWER.GBL?PORTALPA

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

New Window | Help | Customize Page | http

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.




*Search By: begins with

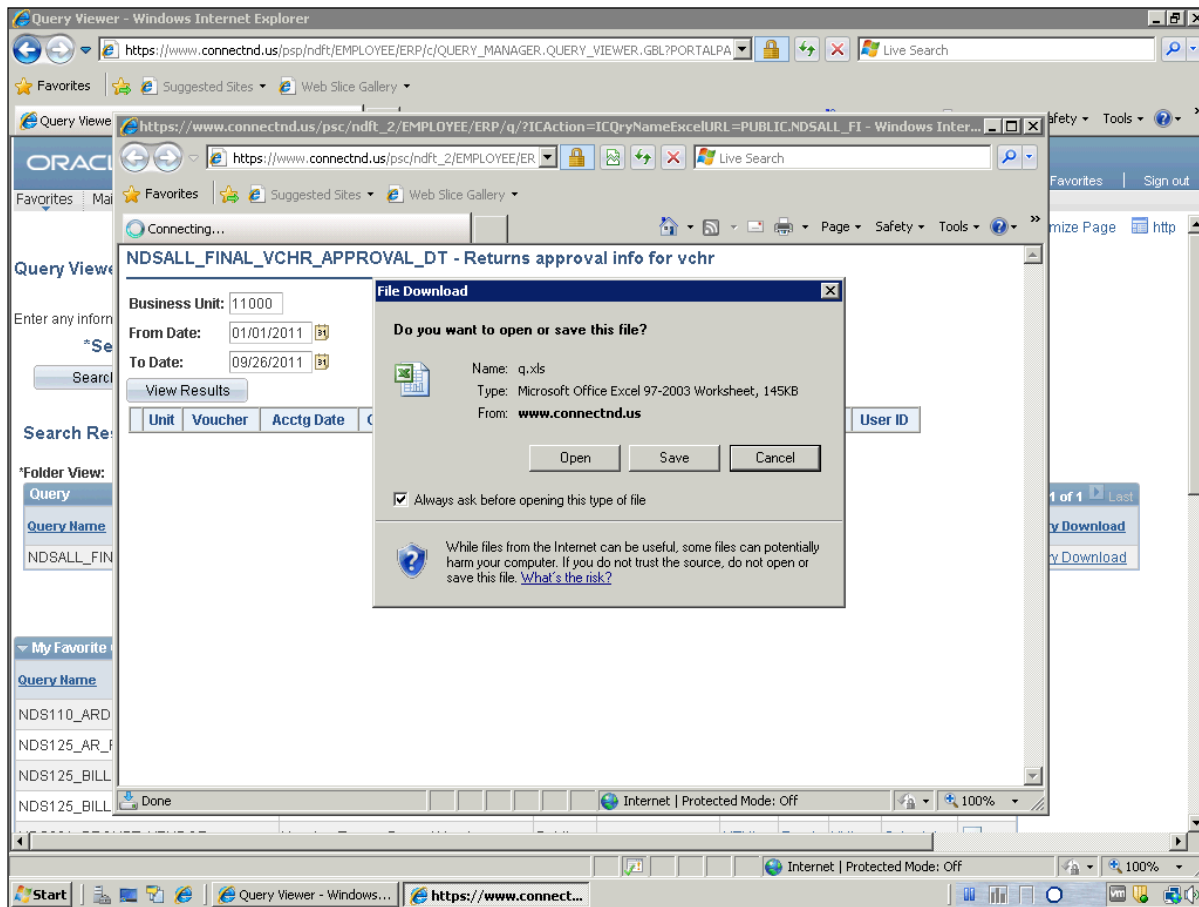
[Advanced Search](#)

My Favorite Queries

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
NDS110_ARDEP_2	OMB IDB Deposit in AR	Public		HTML	Excel	XML	Schedule	-
NDS125_AR_PAYMENTS	Listing of AR Payments	Public		HTML	Excel	XML	Schedule	-
NDS125_BILLING_PAYMENT	Listing of AR Bills and Pays	Public		HTML	Excel	XML	Schedule	-
NDS125_BILLING_PAYMENT_DATE	AR Bills and Pays - Dt Prompt	Public		HTML	Excel	XML	Schedule	-
NDS201_PROMPT_VENDOR	Voucher Trans - Prompt Vendor	Public		HTML	Excel	XML	Schedule	-
NDS401_BILLING_AMOUNTS		Public		HTML	Excel	XML	Schedule	-
NDS801_DOT_DEPOSITS	Query for reconciling deposits	Public		HTML	Excel	XML	Schedule	-
NDSALL_FINAL_VCHR_APPROVAL_DT	Returns approval info for vchr	Public		HTML	Excel	XML	Schedule	-
NDSALL_IDBS_PAID	Query to balance IDBs	Public		HTML	Excel	XML	Schedule	-
NDSALL_IDBS_PAID_2	Query to balance IDBs	Public		HTML	Excel	XML	Schedule	-
NDSALL_JOURNAL_APPROVAL	Journals waiting for approval	Public		HTML	Excel	XML	Schedule	-
NDSALL_UNPOSTED_JOURNALS	Unposted Journals	Public		HTML	Excel	XML	Schedule	-

Internet | Protected Mode: Off

Step	Action
4.	Enter the desired information into the Search By field. Enter " NDSALL_FINAL_VCHR_APPROVAL_DT ".
5.	Click the Search button. 
6.	Query can Run to HTML, Run to Excel, or Run to XML.
7.	Click the Excel link. 
8.	Enter the desired information into the From Date field. Enter " 01/01/2011 ".
9.	Enter the desired information into the To Date field. Enter " 09/26/2011 ".
10.	Click the View Results button. 



Step	Action
11.	Click the Open button. <div>Open</div>
12.	The Returns Approval Info for Voucher query displays voucher number, accounting date, approval status, date/time, and user ID.
13.	This topic showed how to access the Journal Approval Query. End of Procedure.